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**POSITION NAME: OZONATION AND RELIEF PLANT OPERATOR**

**SECTION: WATER & WASTEWATER SERVICES**

**DIRECTORATE: UTILITIES**

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**1. REMUNERATION**

Grade 7 of the Griffith City Council Salary System.

**2. REPORTING STRUCTURE**

**a) Directly responsible to:**

Team Leaders – Water and Wastewater

**b) Positions directly reporting to this position:**

Nil

**3. PURPOSE**

The role of the Water and Wastewater Ozonation and Relief Plant Operator is to construct, operate and maintain Council's water, sewerage and stormwater reticulation systems to relevant standards in a safe, economical and proficient manner, using the plant, equipment and materials supplied.

**4. RELATIONSHIPS**

The following are examples of relationships that it is anticipated the position will have:

**Internal**

- Water and Wastewater Coordinator
- Water and Wastewater staff
- Other sections within Council

**External**

- Contractors
- Community and Business Representatives.
- Public

## **5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES**

### **Policies and Procedures**

- Comply with Local Government State Award
- Comply with Council's Code of Conduct, Policies and Procedures at all times
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

### **Customer and Community Relations**

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

### **Work, Health and Safety**

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

### **Teamwork**

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

### **Record Keeping**

- Ensure accurate and timely record keeping in accordance with Council's requirements

### **Training and Development**

- Actively participate in Council's training and development programs as required

### **Continuous Improvement and Innovation**

- Promote the development of more efficient work practices

### **Environment**

- Consider the protection of the environment when undertaking all Council activities

### **General**

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

## **6. PRINCIPAL ACCOUNTABILITIES**

- Perform regular ozonation & air scouring of water mains, test and record results to meet required standards.
- Perform regular hydrant and valve maintenance and flushing of the reticulation systems and document all results.
- Operate Council's Water & Sewer Departments plant in a safe and competent manner, as a relief operator

## **7. KEY TASKS**

- Undertake routine labouring tasks involved in the construction, operation and maintenance of Council's water and wastewater assets.
- Test & repair backflow prevention devices and record results.
- Perform routine maintenance and services to plant items and notify the Team Leader of any irregularities with regard to machine operational performance.
- Perform meter reading and water meter replacement duties, record and provide results to the Revenue Department
- Operate small plant and equipment associated with Council's water and wastewater activities
- Locate, identify and record public utilities prior to excavation works.
- Erect and maintain traffic control devices and assist with directing and controlling traffic at the worksite.
- Work within Council's W H & S Policy and Procedures and take additional safety precautions when working at public places or with the general public.

## **8. COMPULSORY REQUIREMENTS OF THE POSITION**

- The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome (Category 3)
- It is an inherent requirement of this position the successful candidate be immunized as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A & Hepatitis B and will be arranged upon commencement.
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours when required

## **9. SELECTION CRITERIA**

### **ESSENTIAL**

- Hold a current driver licence Class HR.
- Hold a General Construction Induction Training certificate (GIT or white card).
- Demonstrated ability to operate and maintain light plant, equipment and power tools
- Demonstrated ability to perform general labouring tasks involved in the construction, operation and maintenance of Councils water supply assets & wastewater assets.
- Demonstrated accurate record keeping skills.

### **DESIRABLE**

- Hold a current Forklift licence
- Demonstrated knowledge of safe manual/mechanical handling procedures and skills.
- Have ability to interpret plans of water and sewer reticulation systems.

## **DESIRABLE LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION**

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

**NOTE:** It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
RMS – Traffic Controller Ticket				
RMS – Implement Traffic Control Plans Ticket				
Certificate of Competence as specified by the Work Cover Authority for Excavator and Skid Steer				
Hold Certificate of Competence for Front End Loader				
Hold Certificate of Competence for Backhoe				
Confined Spaces ticket				

## 10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

### KEY

I ..... Infrequent: exposure to the physical factor two – three times a year on average  
O ..... Occasional: exposure to the physical factor less than twice a week on average  
F ..... Frequent: exposure to the physical factor 3 - 4 times a week on average  
C ..... Constant: exposure to the physical factor more than 5 times a week on average  
R ..... Repetitive: exposure to the physical factor multiple times in an hour  
S ..... Seasonal: Activity involves seasonal variations  
N/A ..... Not Applicable  
≡ ..... Winter  
\* ..... Summer

### DEFINITIONS

Extended periods: More than one hour at a time

Demands	Description	I	O	F	C	R	S	NA
<b>Physical Demands of Job Tasks</b>								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					X		
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery				X			
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X			
Standing	Tasks involve standing in an upright position without moving about			X				
Driving	Tasks involve operating any motor powered vehicle				X			
	Tasks involve driving vehicle on unsealed roads.			X				

<b>Demands</b>	<b>Description</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>S</b>	<b>NA</b>
Sitting	Tasks involve remaining in a seated position during task performance		X					
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		X					
Walking/Running	Tasks involve walking or running on even surfaces			X				
	Tasks involve walking on uneven surfaces			X				
	Tasks involve walking up and / or down slopes			X				
	Tasks involve walking whilst pushing/pulling objects		X					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X					
	Tasks involve climbing over or under machinery	X						
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.		X					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		X					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.		X					
	1. Light lifting/carrying (0-9 Kg)			X				
	2. Moderate lifting/carrying (10-15 Kg)			X				
	3. Heavy lifting/carrying (16 Kg and above)		X					
Restraining	Tasks involve restraining animals / objects	X						
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.			X				
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.			X				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				X			
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X			
<b>Sensory Demands of Job Tasks</b>								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		

<b>Demands</b>	<b>Description</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>S</b>	<b>NA</b>
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment				X			
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals				X			
<b>Exposure to Chemical Hazards</b>								
Dust	Tasks involve working with dust - e.g. sawdust		X					
Gases	Tasks involve working with gases			X				
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.		X					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis		X					
<b>Working Environment</b>								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room				X			
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	X						

## 11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

## 12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: November 2018

Job Evaluation Assessment Re-evaluation Date: 12/06/2012

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**I accept the requirements of the position description and I can deliver its required outputs.**

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(print name)

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(signed)

(date)

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