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**POSITION NAME:** WATER & WASTE WATER MAINTENANCE  
OPERATOR/RELIEF PUMPWELL OPERATOR

**SECTION:** WATER & WASTEWATER

**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 Leader – Water and Wastewater

**3. PURPOSE**

The purpose of the Water and Wastewater Maintenance Operator/Relief Pumpwell Operator is to construct, operate and maintain Councils water and sewerage reticulation system and pump stations 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 organizational 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
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

### **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
- Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective, safe and efficient and implement improvements where appropriate

### **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**

- Undertake tasks involved in the construction, operation and maintenance of Councils water and wastewater assets to Council and industry standards

## **7. KEY DUTIES**

- Inspect, assess and record the condition of councils water and waste water infrastructure including mains, junctions, access chambers, pump stations, etc., using visual methods and Councils Closed Circuit Television equipment (CCTV) and Wincan recording program
- Conduct maintenance on sewer access chambers, sewer junctions, carbon pits and reticulation systems.
- Clear sewer chokes in mains using hand operated equipment, mechanical eel and water jetting equipment
- Contain, treat, disinfect and remove sewage spills on private and public lands in order to minimize risk to public health and the equipment and report to the appropriate authorities.
- Record all water and wastewater maintenance including but not limited to sewer chokes, pipe burst and repairs done on standard forms, to assist with future maintenance scheduling.
- Conduct routine repairs, maintenance and assist in the construction of council water mains.
- Locate, identify and pothole public utilities prior to excavation works
- Locate and mark Council owned water and waste water infrastructure as required
- Operate in relief capacity, plant and equipment associated with water and wastewater activities.
- Relieve and assist the Pump Well Operators in the operation and maintenance of pump wells in Griffith and the surrounding villages, including general laboring duties.
- Perform routine maintenance and service to plant items and notify team leader of any irregularities with regards to machine operational performance.
- Perform restoration of concrete / paved driveways, footpaths, gardens and lawns disrupted during construction or maintenance work.
- Erect and maintain traffic control devices and assist with directing and controlling traffic at the worksite
- Record and report on work output including times of work, assigning a job cost number and plant maintenance performed.
- Be available for on call rostered overtime and/or call back emergencies outside normal working hours. This position will be involved in the on call water, sewer and pump well roster.
- Participate in the development and review of Councils policies and procedures including Safe Work Method Statements and Picture Process Maps.
- After obtaining suitable qualification for traffic controller you are authorised to carry out duties of the traffic controller under the Roads Regulations, on all the roads within the Griffith City Council LGA.

## **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 that the successful candidate be immunised as one form of control in order to minimise workplace illness /disease. The following vaccination are required Hepatitis A, Hepatitis B and will be arranged upon commencement.

## 9. KEY SELECTION CRITERIA

### ESSENTIAL

- Hold a current MR driver license.
- Hold a General Construction Induction Training certificate (GIT or White Card).
- Demonstrated ability to perform general labouring tasks.
- Demonstrated competent computer knowledge and skills including email and word processing
- Demonstrated ability to operate and maintain plant, equipment and power tools.
- Demonstrated accurate record keeping skills with good numeracy and literacy skills

### DESIRABLE

- Demonstrated training in safe manual / mechanical handling procedures and skills
- Knowledge of water and sewer reticulation and basic construction techniques.

### 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 Control using a Stop/Slow Bat ticket (Blue Card)				
RMS Traffic Control at Roadworks ticket (Yellow Card)				
Confined space entry				
Hold a current HC driver license				
Hold a current forklift license				
Hold a Work Cover Certificate or document of competency from a registered training provider for the use of a Front End Loader/Back Hoe / Excavator / Skid Steer				

## 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

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					
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				

<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>
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 more than one hour at a time - 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			
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			

<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>
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 2016

Job Evaluation Assessment Date: 6/12/2016

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

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(print name)

.....  
(signed)

.....  
(date)