

POSITION DESCRIPTION

Position Title:	Operator Water & Sewer Network (PN 5348)		
Position Type:	Permanent Full-time		
Department:	Water and Sewer		
Date Approved:	February 2023		
Hours per week:	38	Award Classification:	Band 2, Level 1
FTE	1	Salary Classification	Grade 3

Position Purpose

The primary purpose of this role is to work as part of the Water Operations and Maintenance teams in delivering renewals program, asset operational condition assessment, operation, repair and maintenance of water supply and wastewater network asset to agreed scopes, specifications and applicable industry standards in a safe, efficient and environmentally conscious manner.

Key Accountabilities

- Construct, maintain and repair water and sewer infrastructure to relevant WSA (Water Services Association of Australia) Codes, Auspec 400/500 Series specifications and AS 3500.
- Participate in a rotating roster for afterhours On-Call duties and/or be available for planned after hours programs or specific projects.
- Maintain relevant administrative records and details including written and electronic capture.
- Produce Works as Executed information for activities and verification for existing assets for GIS (Geographical Information System) records.
- Complete all tasks in an environmentally compliant manner.
- To work across any of the teams within Water Operations undertaking maintenance, repair, rehabilitation and construction of water supply and wastewater systems as required.
- Actively working in a team environment as a multi-skilled team member and contributing to more efficient work practices.
- Actively participating in team and toolbox meetings.
- Assisting in the training, mentoring, supervision and development of other staff including trainees, apprentices and labor hire.
- The efficient, effective and safe use of motor vehicles and Council's plant.
- Promoting a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures.
- Ensuring compliance with relevant Council Policies.
- Promoting high levels of Customer Service.
- Performing other reasonable duties as directed by the Manager Water and Sewer or their delegate.

Core Competencies (Knowledge Skills and Experience)

Mandatory Qualifications

- Current Class C Drivers Licence
- General Construction Induction Card
- Hold a trade qualification in Plumbing, a Certificate III in Water Industry Operations, or another relevant qualification
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

Desirable Qualifications

- Traffic Controller (TCR) and Implement Traffic Control Plans (IMP)
- Medium or Heavy Rigid Licence
- HLT - Apply first aid
- Asbestos Awareness
- RII - Work safely at heights
- RII - Enter and work in confined spaces
- MSM – Issue work permits
- UET - Working safely near live electrical apparatus as a non-electrical worker
- MSM - Operate a drain cleaning system
- MSM - Operate a hydro excavation system
- RII - Operate elevating work platform
- RII - Isolate and access plant
- NWP- Contribute to continuous improvement of quality systems
- Aqua Card
- Brown Card

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Recent relevant experience in the water, sewer, infrastructure, maintenance, or construction industry.
- Sound communications, literacy and numeracy skills adequate to meet the requirements of the position, including the ability to accept, interpret and action verbal and written instructions.
- Proven ability to lead, supervise, motivate and develop staff.
- Proven ability to use a computer including mobile devices and software applications (Microsoft Word, Excel and Outlook), with an ability to learn other key applications utilised within Council including Geographic Information System software.
- Demonstrated knowledge of and commitment to Workplace Health & Safety Legislation.
- Proven ability in the understanding of traffic management plans and signage and hold Traffic Controller and/or Implement Traffic Management Plans training.
- Physical ability to undertake laboring duties.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Team Leader Water Construction or Team Leader Water Maintenance as allocated.


Supervision Exercised

Nil.

Position Description Endorsement


Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Learning and Development Officer
Date:	May 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	May 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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