

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 WSAA (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
- Agua 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.

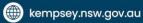
Value	Expected behaviour	
Passion	 We approach our work with enthusiasm and drive to make a difference We inspire others with our thirst for excellence We take pride in the customer service we deliver 	
Integrity	 We act ethically and honestly and work to build the trust and confidence of the community and staff We act with pride and respect while being loyal and accountable 	
Innovation	 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	 We ensure open communication for all We openly and proactively listen and provide information 	
Respect	 We consider workmates, community, the workplace and environment We treat people as we would like to be treated 	
Collaboration	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	

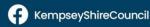
Supervision Received

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:	KH
Position Title:	Learning and Development Officer
Date:	May 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	JP
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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