

Position Description

Position Title	Utilities Assistant		
Department	Infrastructure	Position Number	WS06
Grade	Grade 1	Location	Coonamble Depot Complex
Status	Fulltime	Hours	38hrs week / 76hrs per fortnight
Reports To	Utilities Supervisor	Industrial Instrument	Local Government (State) Award 2023
Date Revised	15/02/2021	Version Number	1
Direct Responsibilities	Water and Sewer Operations		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position is responsible for the completing effective and efficient works related to the operation, maintenance and construction of water supply and sewerage systems in accordance with the requirements of Council, NSW Office of Water, EPA and NSW Health Department.

This role exists to carry out technically sound construction, maintenance and repairs for Council's water and sewer supply infrastructure including consumer connections.

Position Benefits

- Adverse Conditions Allowance (Level 2).
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Water and Sewerage Operations

- Install new and replacement of water supply and sewerage mains.
- Carry out water filtration, reticulation and sewerage treatment plant maintenance and repairs as directed in conjunction with other operators.
- Undertake general labouring duties such as water meter repairs and replacements, water mains and service breaks, hydrant maintenance, jetting and flushing and drainage works.
- Attend to enquiries from internal and external customers promptly and professionally.
- Operate light to medium vehicles and equipment to complete construction and repair works.
- Undertake traffic control duties and erecting of signage on construction sites as required.
- Operate vehicles, plant and equipment for on call / emergency water and sewer calls as required.
- Participate in on call water and sewerage activities as required.
- Water meters are read accurately and data provided to administrative staff so billing is completed within given timeframes.
- Assist with identifying the location of water and sewer assets and documentation of assets in paper based format.

Records and Finance

- Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Water and Sewer Section	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of general plumbing operations, with the ability to learn and develop knowledge on the job.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent, or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Certificate II in Plumbing / Water Industry Operations (wastewater/water) or other relevant qualification.
- Plant Licenses or Verification of Competency (VOC) for any of the following: Backhoe (LB), Excavator (LE) and Skid Steer (LS).
- Training in Confined Spaces, including BA (breathing apparatus)
- Qualifications in handling of asbestos or asbestos related materials
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of general plumbing operations, with the ability to learn and develop knowledge on the job.
- Ability to work on call hours and roster.
- Class P, P2 or C Drivers Licence and WH&S Construction Induction (White) Card.
- Able to operate various types of small plant and equipment safely, confidently and ability to maintain plant/vehicle records.
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	

Position Description
