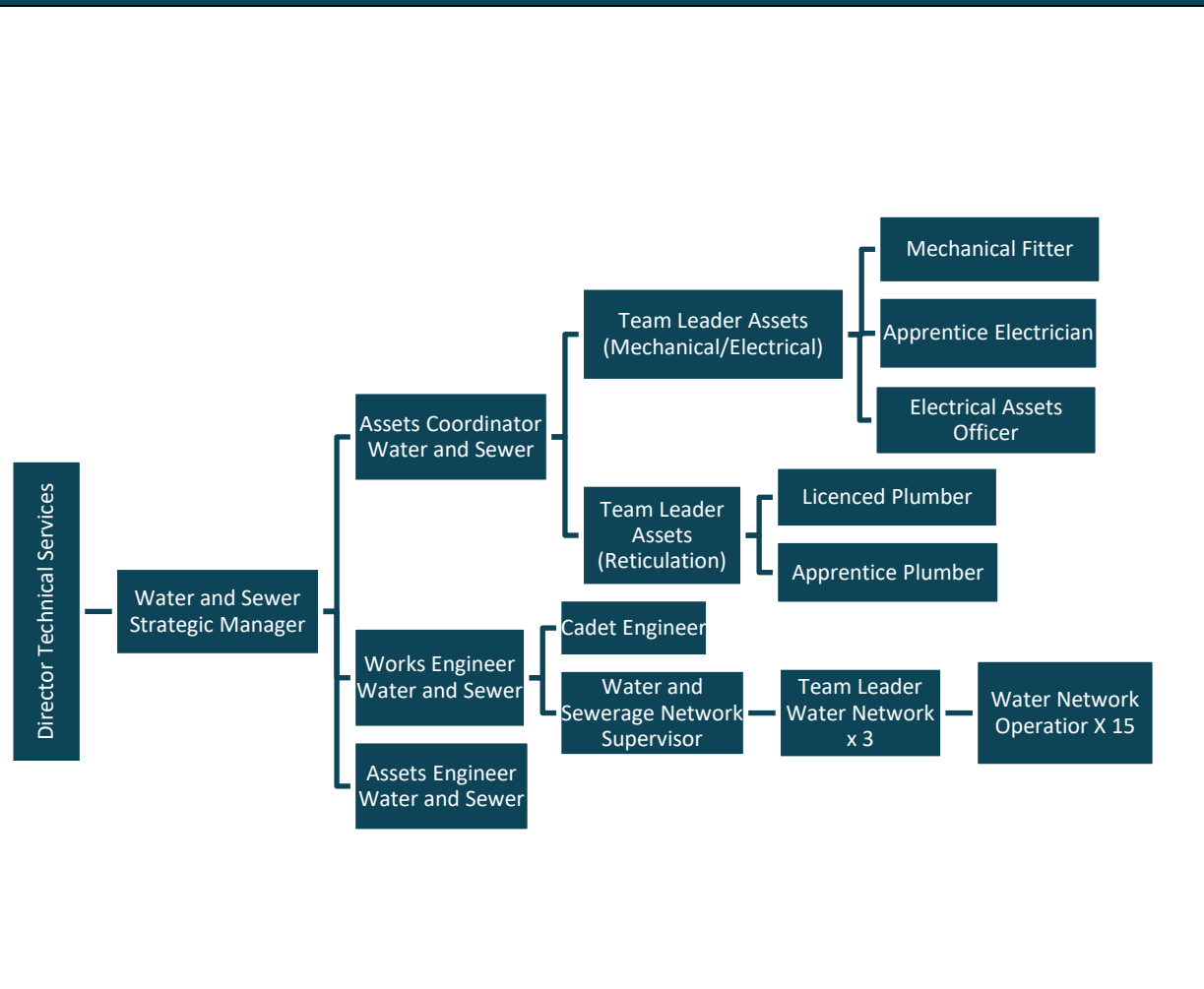


Position Title:	Water Network Operator
Position Number:	5099-5101, 5103-5109, 5111
Division:	Technical Services
Section:	Water and Sewer
Grade:	4
Delegations:	Nil/See attached document (as per Council's Delegations Register).
Position FTE Hours	38

Primary Purpose of Position

To undertake the operation, maintenance and construction of Council's water supply and sewerage systems.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Certificate III Water Industry Operations or similar qualifications
- General Construction Induction Card (White card)
- Current Medium Rigid (MR) driver's licence
- Confined Space Certificate
- Roads and Maritime Services Traffic Control Qualifications:
 - Traffic Controller Skill Set (formerly Blue Card)
 - Implement Traffic Control Guidance Plans Skill Set (formerly Yellow Card)

Skills and Experience

- Demonstrated ability to perform physical activities consistent with duties of the position
- Demonstrated experience in small and large plant operation
- Demonstrated knowledge and experience in the operation, maintenance and construction of water and sewer reticulation systems, including associated public health risks and environmental obligations
- Demonstrated understanding of general Work health and Safety procedures
- Demonstrated ability to communicate effectively
- Demonstrated ability to work in a team
- Proven ability to work unsupervised
- Ability to participate in an on-call roster
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Effective operation, maintenance and construction of water and sewer reticulation systems
- Ability to effectively communicate and contribute constructively to the team in working towards desired outcomes
- Effective work with minimal supervision and co-ordination of work activities with other staff as required under the direction of the Team Leader, Works (Water and Sewer)
- Undertake general labouring on water and sewer operations, maintenance and construction works
- Operate specialised tools and small plant such as trench compactors, generators, pumps
- Operate large plant such as backhoe or excavator
- Operate electrical tools and equipment
- Responsibility for the occasional co-ordination of daily work activities for a team as required under the direction of the Team Leader, Works (Water and Sewer)
- Undertake operations, maintenance and construction of the water reticulation system including pipes, meters and services etc. to appropriate standards
- Undertake operations, maintenance and construction of the sewer reticulation system including choke clearing, reconstructions, manholes and junction cut-ins etc. to appropriate standards
- Report and assist when required to remediate environmental pollution events in accordance with internal procedures

- Undertake tasks in accordance with established administrative, operation and maintenance procedures including accurate and timely completion of paperwork
- Undertake tasks in accordance with site specific WHS requirements such as SWMS, PPE, confined space, toolbox, electrical tool-tagging and hygiene procedures
- Set up and monitor traffic control plans
- Plan interpretation and basic skills in setting out levels
- Participate in an on-call roster
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	Ownership - Demonstrates "Achieves it" <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> • Undertakes work with care and concern for results achieved • Demonstrates ownership through language and behaviour • Speaks up when errors made • Able to get work completed to the required standard
	Team Work - Demonstrates "Achieves it" <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Relationships	Customer Focus - Demonstrates "Achieves it" <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and need
Results	Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks

Technical	<p>Health, Safety and Environment - Demonstrates "Achieves it" <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> • Takes responsibility for working safely, rather than relying on rules and policies • Speaks up when something is unsafe • Corrects safety hazards when identified • Always follows safety procedures • Reports health, safety and environmental issues and problems
	<p>Assets and Equipment - Demonstrates "Achieves it" <i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i></p> <ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the

workplace

- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	