



Position Description

A. POSITION PROFILE

Position:

Water & Sewer Attendant

Full-time

Position Evaluation:

Award: Band

Salary System Grade: 6

Conditions of Employment:

Local Government (State) Award 2023

Australian Citizen or Right to Work in Australia

Permanent Full Time

Additional Benefits:

Nine Day Fortnight

11.5% Superannuation

Position Occupant:

Vacant

Department:

Deputy General Manager

Section/Group:

Engineering

Location:

Cootamundra

Gundagai

Direct Supervisor:

Sewer & Water Foreman

Number of staff supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Assists the Water and Sewer Foreman in the repair, maintenance, construction and operations of the town water and sewer reticulation systems.

C. KEY RESPONSIBILITIES

1. Ensures the efficient operation of the Sewage & Water, reticulation systems and reuse systems, through ongoing monitoring, maintenance & repairs, and construction.
2. Ensure that the repair and replacement of existing Water and Sewer mains and infrastructure, and new construction, is conducted effectively and efficiently.
3. Undertake functions to ensure water and sewer reticulation systems are operated and maintained effectively and compliant with regulatory requirements
4. Ensure the repairs and maintenance of water meters and water services is completed as directed.
5. Ensure that all activity undertaken at Plant worksites is conducted safely.
6. Attend to sewer and water supply emergency calls and ensure customer requests are attended to promptly and efficiently.
7. Be available to respond to on-call activities on a rotating on-call roster.
8. Deliver quality customer service to both internal/external customers.

POSITION NUMBER

DATE ADOPTED:
09/18

APPROVED BY:
DGM Matt Stubbs

LAST REVIEWED:
08/23

D. DUTIES

General Operational

1. Attend and inspect sewerage manholes and mains and report on condition.
2. Assist in installing new and replacement sewage mains.
3. Attend sewer chokes and burst mains, repair, and follow up/clean up. Attend to water supply and sewerage emergency' calls.
4. Assist and advise ratepayers with water and sewer problems. Liaise with public and other staff as and when required
5. Hygienic clean-up of burst mains and sewer overflows; system flushing as required, maintain system integrity.
6. Provide assistance to Water and Sewer Team as required
7. Accountable for the care, maintenance, servicing & security of tools & equipment
8. Prepare worksite for safe work operations, locating all utility services prior to excavation using Dial Before You Dig service and implementing Traffic Control Plans.
9. Assist with the maintenance of the water reticulation network.
10. Remove and replace old or faulty water meters and install meters to new premises.
11. Locate and report water service leaks.
12. Assist with pressure testing, flushing, trenching and laying pipes as required.
13. Read water meters and record data for quarterly rating purposes.
14. Assist with the maintenance of the sewer network, including attending to sewer chokes, replacing sewer pipes and fittings and installing new connections, as required.
15. Respond to emergency call outs to attend water main/service bursts and sewer main/service chokes, as requested.
16. Assist with the installation and replacement of water service connections
17. Assist with repair and/or replacement of stop valves, hydrants, and pipes as required.
18. Assist with worksite preparation, measuring and marking and basic levelling.
19. Maintain worksite/workplace tidiness and cleanliness.
20. Carry out manual excavation with due care of underground services.
21. Spread and compact materials manually.
22. Support plant operators through directing movement of plant and loads and communicating work site conditions and information.
23. Use and maintain tools and equipment to complete tasks effectively and efficiently.
24. Erect and dismantle trench shoring.
25. Attend to repairs, maintenance and cleaning of Council assets as directed.
26. Control traffic at worksites.
27. Complete required workplace records.
28. Operate mobile plant and trucks as directed and to the level of training and licensing achieved.
29. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
30. Carry out any other duties that are within the limits of the employees' skill, competence, and training, as directed.
31. Weekend on call on a rotating roster.

E. ESSENTIAL CRITERIA

1. Demonstrated physical capacity and experience in civil construction labouring including trenching, pipe-laying and plumbing (min. 1 year experience preferred)
2. Demonstrated experience in the use and application of the Microsoft Office suite of products (in particular, outlook and word).
3. WHS Construction Induction (NSW White card) or equivalent.
4. Proven ability in operation of small plant, equipment, and tools.
5. RMS Traffic Controller Certification.
6. Certification in Confined Spaces Entry.
7. Current NSW Class MR Drivers Licence.
8. Ability to work effectively both autonomously and in a team environment, being a motivated self-starter.
9. Good communication skills.
10. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Chemical Application certification.
2. Certificate II Water Industry Operations (Wastewater Treatment and or Water Treatment).
3. Demonstrated computer skills and ability to use electronic equipment and maintain electronic records