



**District Council of Cooper Pedy**

# POSITION DESCRIPTION

Water Plant Operator

## JOB SPECIFICATION

EMPLOYMENT DETAILS	
<b>TITLE</b>	<b>Water Plant Operator</b>
<b>AWARD</b>	South Australian Municipal Salaried Officers Award
<b>LEVEL</b>	General Officer Level 3
<b>SALARY / HOURLY RATE</b>	\$69,302 - \$74,350 (depending on experience)
<b>STATUS</b>	Full-time
<b>TENURE</b>	Permanent
<b>PROBATIONARY PERIOD</b>	3 Months
<b>SECTION / DEPARTMENT</b>	Water Department

SUMMARY OF POSITION
<p>The Water Plant Operator undertakes a range of duties associated with the maintenance and repair of water supply/sewerage plant and equipment. The WPO will maintain and repair water infrastructure in the distribution network, diagnose and repair issues across all water plant equipment and operate using correct WHS procedures. This position requires both inside and outside work. WPOs must take part in a weekly rotational on-call roster upon completion of the three month trial period.</p>

KEY RESPONSIBILITIES AND DUTIES
<ul style="list-style-type: none"> <li>• Prepared to learn to Operate heavy plant and machinery effectively without supervision.</li> <li>• Operate and maintain plant and machinery and IT systems in a safe and responsible manner</li> <li>• Maintaining all Coober Pedy water services:             <ul style="list-style-type: none"> <li>○ Repair and maintenance of Poly services.</li> <li>○ Repair and maintenance of various sizes of PVC mains.</li> <li>○ Replacement and maintenance of reticulation system valves and water meters.</li> <li>○ Maintenance of the water and sewerage services.</li> </ul> </li> <li>• Maintaining all Coober Pedy sewerage scheme services.             <ul style="list-style-type: none"> <li>○ Maintain sewerage mains.</li> <li>○ Perform routine analysis of system operations and effectiveness.</li> </ul> </li> <li>• Conduct water sampling</li> <li>• Perform daily checks and maintenance of equipment.</li> <li>• Reporting of hazardous situations, work practices and faulty equipment to the Water Supply Manager.</li> <li>• Willing to go 'on call' one in four weeks in accordance with the on-call procedure.</li> </ul>

## GENERAL RESPONSIBILITIES AND DUTIES

- Project the image of Council as one of courtesy and co-operation, and maintain excellent customer service conduct within the community.
- Exercise reasonable care to protect own health, safety and welfare at work and that of subordinates.
- Obey all reasonable instructions issued to protect own personal safety and the health, safety and welfare of others.
- Ensure that correct use is made of all equipment provided for health and safety purposes.
- Do not, by the consumption of alcohol or a drug, endanger own safety and welfare at work or the safety and welfare of any other person at work.
- Ensure that the Works area is and remains tidy.
- Perform duties and responsibilities conscientiously.
- Seek and suggest ways to improve work practices.
- Maintain high standards of communication (including timeliness, accuracy, professionalism, courtesy and impartiality) with ratepayers, customers, management, employees, members of the Council, and external organisations.
- Act honestly and with integrity, and comply with the Code of Conduct for Employees at all times.

## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Adhere to safe working practices and exercise reasonable care at all times to protect your own health, safety and welfare, and that of others.
- Obey all reasonable and lawful instructions to protect your own personal health and safety, and that of others.
- Do not come to work affected by alcohol or drugs.
- Ensure that equipment is used correctly at all times.
- Report any workplace health and safety risks or concerns to the Finance Manager or WHS representative as soon as possible.

## ACCOUNTABILITY AND PERFORMANCE

- The Water Plant Operator is accountable for/to:
  - Ensuring continuous operation of Water Plant infrastructure and equipment in compliance with the Australian standards for Drinking Water and Wastewater.
  - WPOs are accountable to Senior WPOs, The Water Plant Supervisor, The Water Manager and the CEO

## KEY SELECTION CRITERIA

### Essential

- Plumbing Trade Qualifications or 'deemed to comply' equivalent qualifications, or prepared to undertake a training for the management of non-drinking water systems
- Good interpersonal skills and communication skills.
- Current driver's license.
- Current National Police Clearance.

### Desirable

#### **Associated courses/training including:**

- Backhoe/Loader operation
- Breathing apparatus
- Forklift operation
- Working in confined spaces
- Basic IT skills
- HR Driver's license
- Potable and waste water pipeline construction experience
- Technical skills needed to fulfil the requirements of the position, including excellent time-management skills.
- Knowledge regarding the Australian Drinking Water and Sewerage System guidelines, not essential - will be required to read and adhere to when employed.