

# **General Information for the Position of Water & Sewer Attendant**

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**Further Information can be obtained from:**

Raymond Burns, Town Services Manager - (02) 6847 6600

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115 Dubbo Street,  
(P.O. Box 6)  
WARREN NSW 2824

Phone: (02) 6847 6600

***SCHEDULE 1***

***ADVERTISEMENT FOR THE POSITION***

***Water & Sewer Attendant***

## Position Vacant

### Water & Sewer Attendant

Applications are invited for a highly motivated person to join the Town Services team.

Under the direction of the Water & Sewer Team Leader, the main duties of the position will be to assist in all works associated with the operation and maintenance of water supplies and sewerage systems in Warren, Nevertire and Collie.

The successful applicant will be proactive with a positive attitude and be able to work cooperatively in a team environment. They will be employed on a full-time basis.

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

#### Essential

- General Construction Induction Card (White Card)
- Class C Licence

#### Desirable

- Class MR Driver's Licence
- Experience in sewerage treatment plant operations
- Experience in monitoring water supplies
- Plant Operation Training

#### Employment Conditions

- Salary Range: \$965.30 - \$1119.75 per week depending on qualifications and experience
- Adverse Working Conditions Allowance – currently \$17.00/week
- Other allowances as required.
- Superannuation per the superannuation guarantee (currently 10.5%)
- 9-day fortnight flexitime system – 38-hour week
- Leave provisions as per the Local Government (State) Award

#### Applications

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au)

All applications should include a Resume and a completed Employment Application Form (found in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – [hr@warren.nsw.gov.au](mailto:hr@warren.nsw.gov.au)

For enquiries, contact Raymond Burns, Town Services Manager on (02) 6847 6600.

***SCHEDULE 2***

***POSITION DESCRIPTION***

***Water & Sewer Attendant***

## Position Description

<b>Position Title:</b>	Water and Sewer Attendant
<b>Department:</b>	Water and Sewage
<b>Classification:</b>	Operational Band 1, Level 3
<b>Grading:</b>	Local Government (State) Award Progression between Grades 1-5 is in line with Council's Salary System.
<b>Hours of Duty:</b>	9 day (76 hour) fortnight Summer- 6.15am to 3.30pm, 30 minute lunch break Winter- 7.00am to 4.15pm, 30 minute lunch break
<b>Annual Leave:</b>	4 weeks per year.
<b>Responsible Officer:</b>	Services Overseer
<b>Immediate Supervisor:</b>	Water and Sewage Team Leader

### Position Objectives:

The main duties of the Water Attendant under the direction of Council's Water & Sewer Foreman is to assist in all works associated with the operation and maintenance of Water Supplies and the Sewerage Systems in Warren, Nevertire and the Water Supply at Collie. On occasions, it may include water and sewerage works at other Council installations and facilities.

It is a requirement of the position that the person be proactive, able to work together in a team environment and where required, carry out work on an individual basis.

This position requires an employee who can follow instructions and/or use their initiative to implement necessary work or repairs as required.

Assist/Sewerage the Water and Sewerage Treatment Plant Operator when and where required.

## **Licences, Qualifications and Experience:**

### **Essential:**

- General Construction Induction Card (White Card)
- Class C Licence

### **Desirable:**

- Ability to use various items of small plant and equipment;
- Class MR Driver's Licence (or willingness to obtain);
- Basic computer knowledge/skills
- Chainsaw certificate Level;
- Experience in monitoring water supplies;
- Experience in sewerage treatment plant operations;
- First Aid Certificate;

### **Schedule of Duties:**

- Ability to assist at the Sewerage Treatment Plant when required.
- Accept responsibility for your own and your Workmate's Safety. Safety is for everybody.
- Adherence to Council's WHS policy and SWMS at all times.
- Adherence to obligations under the Work, Health and Safety Act.
- Always ensure hand tools and equipment are accounted for and stored appropriately.
- Assist others in the workplace as required and assist their learning of different skills and procedures.
- Carry out scheduled maintenance and minor repairs on Water and Sewer assigned plant, tools and equipment.
- Commit to continuous improvement of procedures and systems.
- Completion of Timesheets and Plant Sheets and hand them in every Monday morning.
- Demonstrate commitment towards a safe and injury free work environment.
- Ensure the security of all plant and equipment when unattended.
- Ensure the tidiness of the workplace, each work site and vehicles are maintained at all times. Follow up on each work site a short time after completion of works.
- Maintain a high level of quality of work.
- Positive contribution to discussions relating to Water and Sewer current works.
- Provide a firm commitment to the effective operation of Council's HS and Consultative Committees.
- Provide a positive and cooperative attitude towards other Council employees, contractors and members of the public.
- Provide assistance to other positions within Council's Organisational structure as required.
- Provide quality customer service.
- Provide accurate and timely advice and /or reports as required.
- Report any problems or concerns to your immediate supervisor.

- Seek assistance from your Supervisor whenever necessary.
- Show commitment towards self-improvement and the achievement of further training and qualifications.
- Takes reasonable measures to ensure that discrimination or harassment does not occur when dealing with others in the work environment.

#### **Customer Service:**

- Attend to enquiries from internal and external customers promptly and professionally.
- Communicate effectively and sensitively with both internal and external customers.
- Objectively solve disputes and/or problems that may arise with internal and external customers
- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation.
- Work cooperatively with other organisations

#### **Work Health and Safety Responsibilities**

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Complying with any Return to Work Plan if injured;
- Complying with emergency and evacuation procedures.
- Correctly using all personal protective equipment; and
- Participate in WHS consultation arrangements in your workplace;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting any faulty equipment or plant to their supervisor;
- Seeking assistance if unsure of WHS procedures;
- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;

#### **Physical Demands**

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and prolonged sitting, and close eye work.

## Key Accountabilities

- Adherence to adopted policies of Council
- Adherence to adopted safe working practices
- Adherence to adopted works specifications
- Adherence to authorised working hours
- Advise Services Overseer if unable to attend or complete work
- Carry out duties as instructed
- Control of plant and materials under direct control of the Water & Sewer Attendant
- Demonstration of good driving/operating and low maintenance record for plant operated
- Ensure all records are maintained
- Ensure harmonious and productive relationships exist with the Council staff
- Processing of time, plant, contractor and maintenance management system sheets
- Promote a positive image of Council
- Report any problems with plant and equipment, mechanical or otherwise, to the Plant Foreman

## Output Measures

- Attendance record
- Number of work safety incidents
- Presentation
- Record of staff matters
- Standard of workmanship

## Position Skill Descriptors - Operational Band 1, Level 3 (B1 L3):

**Authority and accountability:** Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

**Judgement and problem solving:** Judgement is required to follow predetermined procedures where a choice between more than two options are present.

**Specialist knowledge and skills:** Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.

**Management skills:** Some guidance/supervision may be required. May assist a co-ordinator/trainer with on-the-job training.

**Interpersonal skills:** Skills required for exchange of information on straightforward matters.

**Qualifications and experience:** Suitable experience or qualifications in a number of defined skill areas.



# WARREN SHIRE COUNCIL

## Competencies and Skills

**Job Title:** Water & Sewer Attendant

**Band:** 1

**Level:** 3

	<u>Skills Obtained</u>	
	Yes	No
<b><u>Grade 1</u></b>		
Ability to communicate with the public	<input type="checkbox"/>	<input type="checkbox"/>
Basic plant maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Basic record keeping	<input type="checkbox"/>	<input type="checkbox"/>
C Licence	<input type="checkbox"/>	<input type="checkbox"/>
Construction Induction White Card	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Anti-discrimination Act	<input type="checkbox"/>	<input type="checkbox"/>
Proof that Introduction to New Staff has been read	<input type="checkbox"/>	<input type="checkbox"/>
Safe Operation of light equipment	<input type="checkbox"/>	<input type="checkbox"/>
Safe Operation of light plant (no Workcover Ticket required)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control- Stop/Slow	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of WH & S	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Grade 2</u></b>		
Ability to load correctly, stably and securely	<input type="checkbox"/>	<input type="checkbox"/>
Backhoe Competency Ticket	<input type="checkbox"/>	<input type="checkbox"/>
Basic knowledge of landscaping	<input type="checkbox"/>	<input type="checkbox"/>
Chemical application Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Chlorination Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate ability to co-operate and work as a team	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate ability to work unsupervised	<input type="checkbox"/>	<input type="checkbox"/>
Forklift High Risk Work Licence	<input type="checkbox"/>	<input type="checkbox"/>
MR Licence	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control- Implement Traffic Control	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of pump operation & maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Warren Shire Sewerage System	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Warren Shire Water Supply	<input type="checkbox"/>	<input type="checkbox"/>

# WARREN SHIRE COUNCIL

## Competencies and Skills

**Job Title:** Water & Sewer Attendant

**Band:** 1

**Level:** 3

	<u><b>Skills Obtained</b></u>	
	<b>Yes</b>	<b>No</b>
<b><u>Grade 3</u></b>		
Certificate III Water Industry Course or 3 years industry experience	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of stores issue & ordering procedures	<input type="checkbox"/>	<input type="checkbox"/>
Sound working knowledge of WH&S e.g., SWMS and MSDS	<input type="checkbox"/>	<input type="checkbox"/>
Working knowledge of pump operation and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Working knowledge of Warren Shire Sewerage System	<input type="checkbox"/>	<input type="checkbox"/>
Working knowledge of Warren Shire Water Supply	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Grade 4</u></b>		
Ability to calculate and measure quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Solid working knowledge of pump operation and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Sound working knowledge of Warren Shire Sewerage System	<input type="checkbox"/>	<input type="checkbox"/>
Sound working knowledge of Warren Shire Water Supply	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Grade 5</u></b>		
Ability to supervise	<input type="checkbox"/>	<input type="checkbox"/>
Local Government Operations Certificate 2 (or 5 years relevant industry experience)	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical aptitude in competency to weld	<input type="checkbox"/>	<input type="checkbox"/>

***SCHEDULE 3***

***EMPLOYMENT APPLICATION FORM***

***Water & Sewer Attendant***

### Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

### Personal Details \* Required Fields

<b>First Name*</b>	<b>Last Name*</b>
<b>E-mail*</b>	
<b>Phone*</b>	<b>Mobile</b>
<b>Street Address*</b>	<b>Postal Address*</b>
<b>City, Town, Suburb*</b>	<b>Postcode*</b>
<b>Country*</b>	<b>State*</b>

### Questions

<p><b>1. Please indicate your eligibility to work in Australia*</b></p> <p>a. Australian/New Zealand Citizen</p> <p>b. Permanent Resident</p> <p>c. Current Visa including Visa Class and duration (expiry date)</p> <p>d. None of the above</p>
<p><b>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</b></p>
<p><b>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>4. Have you ever previously been employed by Warren Shire Council? *</b></p> <p>a. Yes</p> <p>b. No</p>

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) \*

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate\*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? \*

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government\*  
Attach certified copies of all relevant documentation to this application\*

9. What Class of motor vehicle driving licence do you hold? \*

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

<p><b>10. Do you hold a SafeWork Construction Induction (White Card) or equivalent? *</b></p> <p>a. Yes (Number on Card)</p> <p>b. No</p>
<p><b>11. Have you had experience working in a team environment? *</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>12. If you answered Yes to the above question, please detail your experience including examples*</b></p>
<p><b>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</b></p>
<p><b>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</b></p> <p><b>Are you Male or Female?</b></p> <p>a. Male</p> <p>b. Female</p>
<p><b>15. Do you identify as Aboriginal or Torres Strait Islander?</b></p> <p>a. Yes</p> <p>b. No</p>
<p><b>16. Is English the primary language spoken at home?</b></p> <p>a. Yes</p> <p>b. No</p>

**17. Do you have a disability?**

**a. Yes**

**b. No**

**18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.**

**19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?**

**a. Yes**

**b. No**