



Young Shire Council

INFORMATION PACKAGE

for the position of

Water and Sewer - Attendant

(Closes Wednesday 27th January 2016)

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ADVERTISEMENT



YOUNG SHIRE COUNCIL

Water and Sewer Attendant - Utility Services

- Ⓟ 9 day fortnight
- Ⓟ 38 hour week
- Ⓟ Permanent full time
- Ⓟ Minimum salary of \$824.15

Position: To carry out duties associated with the construction & maintenance of Council's water, sewerage, stormwater, cemetery works and other Utility Services duties in accordance with Council's policies and WH&S requirements.

All applicants must possess a current LR Class Drivers Licence, WorkCover WH&S Certificate (White Card), Traffic Control (Blue Card) and be physically fit and capable of carrying out all associated manual activities.

Only the applications addressing the selection criteria will be considered. For a job information package please phone Councils Human Resources Officer, on 63801200, or in person at Council Offices or downloadable from www.young.nsw.gov.au

Applications close: 4.00pm, 27th January, 2016.

David Aber
General Manager
Young Shire Council
Locked Bag 5
Young NSW 2594

GENERAL INFORMATION

Position Name

Water and Sewer Attendant

Objectives of Position

To carry out duties associated with the construction & maintenance of Council's water, sewerage, Stormwater, cemetery works and other Utility Services duties in accordance with Council's policies and WH&S requirements.

Responsibility

The position reports to the Water and Sewer Supervisor.

Qualifications

The mandatory qualification for this position is LR Class Drivers Licence, WorkCover WH&S Certificate (White Card), Traffic Control (Blue Card), be physically fit and capable of carrying out all associated manual activities.

Salary

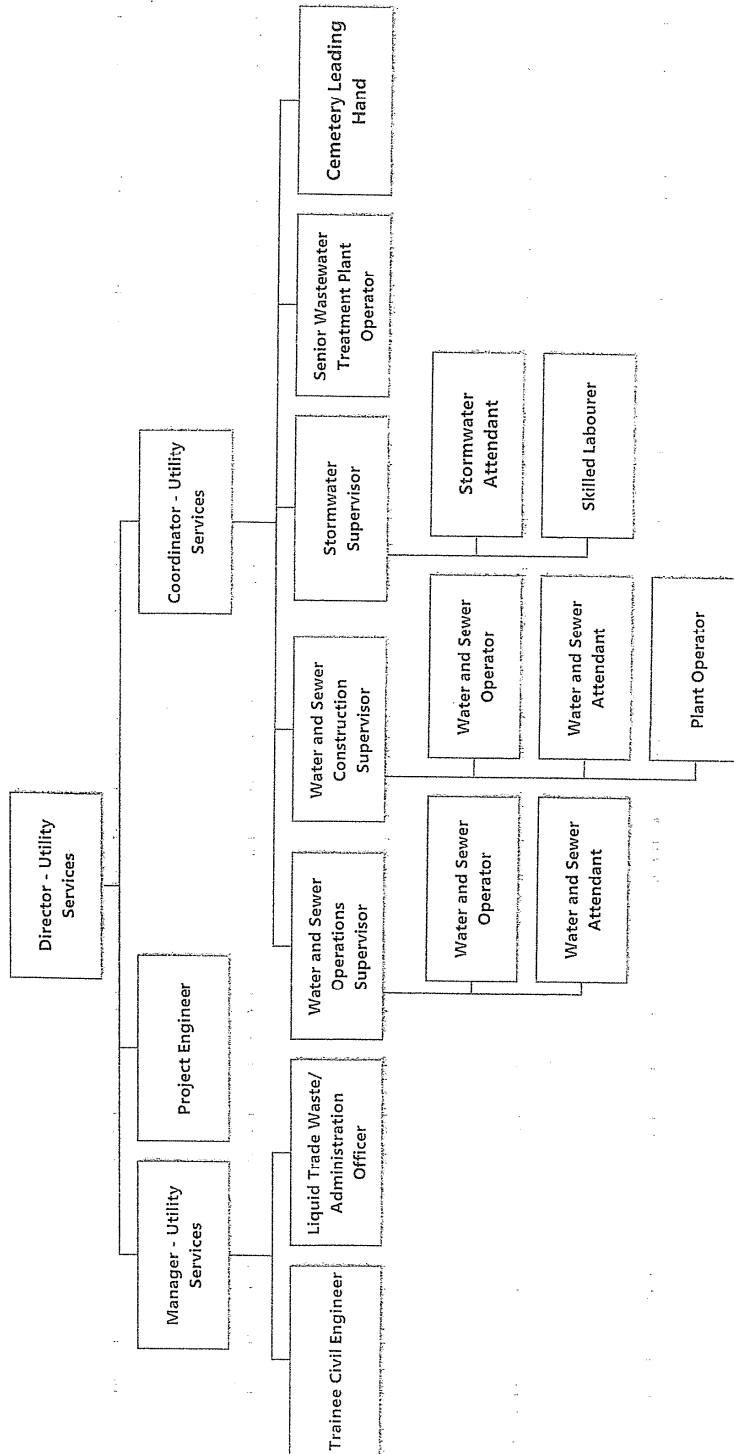
The position is classified as Grade 5 under the Local Government (State) Award's 2014 depending on qualifications, experience and competence. However applicants with exceptional qualifications, experience, knowledge and skills can negotiate with the Council to be placed at a higher grade.

The salary range for the position is as follows:

GRADE 5	Entry Level	Step 1	Step 2	Step 3	Step 4
<i>Weekly Gross Pay</i>	\$824.15	\$840.63	\$857.11	\$873.59	\$890.08
<i>Annual Gross Salary</i>	\$42855.80	\$43712.76	\$44569.72	\$45426.68	\$46284.16

Progression through the grade steps is subject to an annual enhancement assessment based on reward for employees gaining and applying skills additional to those recognised through the evaluation. Permanent employees also enjoy other benefits as outlined under the Conditions of Employment.

Organisational Reporting Arrangements



1.0 Conditions of Employment

Conditions of employment include:

- The Local Government (State) Award 2014
- 38 hours per week
- Enhancement based salary system
Entry level and 4 competency steps for each grade.
Each step is equal to 2% of the entry level.
Progression based on acquisition and use of skills.
- Grade 5 position – Band 1 Level 3
- Weekly pay range: \$824.15 to \$890.08 per week.
- Leave provisions as per Award:
 - 4 weeks annual leave but no leave loading.
 - Sick Leave of 15 days per year which includes provision for Carers Leave
 - Long Service Leave available after 5 years continuous service
- Council funded superannuation, currently 9.5%.
- Salary sacrifice
- Education Assistance Scheme.
- Uniform and PPE supplied.
- Council has a smoke free work environment policy.
- Applicants may be requested to undertake pre-employment medical assessments at Council's expense to assist in determining their suitability for the position.
- An offer of employment would be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment would be confirmed at the end of the probationary period.

2. Applying for the Position

What to Submit

Applicants should submit the following:

1. A covering letter of application.
2. A statement demonstrating how you meet each of the essential & desirable selection criteria.
3. A resume including personal details, current license certification, educational achievements and relevant work experience.
4. Contact details of at least two previous workplace referees.

3.0 Selection Criteria

Candidates for interview will be selected based on the following selection criteria:

3.1 **Essential:**

- ✓ Work Health & Safety Construction Induction Certificate (White Card).
- ✓ Traffic Controller's Certificate.
- ✓ Ability to work in a team environment.
- ✓ School Certificate or equivalent
- ✓ NSW Current Driver's Licence – Light Rigid.
- ✓ Demonstrated ability and competence in motor vehicle/plant operation and small plant currently utilised within Council's Utility Services construction and maintenance environment.
- ✓ Demonstrated level of oral, written and numeracy communication skills
- ✓ Relevant experience in working with water supply, sewerage services and/or town drainage
- ✓ Ability to meet the physical demands of a position requiring considerable labouring work.

3.2 **Desirable:**

- ✓ WorkCover Authority licence to operate a chainsaw.(Level I crosscutting)
- ✓ Current NSW Drivers Licence MR,HR or HC
- ✓ Trained in Confined Spaces Entry
- ✓ Water meter experience and collection of water samples
- ✓ Certificate III in Water Industry Operations; Waste Water Treatment Operator's certificate (NSW DPI Water) or equivalent
- ✓ Current Work Cover Authority licences to operate a front-end loader and backhoe.
- ✓ Current Work Cover Authority licence to operate LS Skid Steer (Bobcat)
- ✓ Working near over head power line certification
- ✓ First Aid
- ✓ Demonstrate experience in setting up and finishing concreting.

4. Where to Submit an Application

Application may be e-mailed to mail@young.nsw.gov.au or mailed to:

The General Manager, Young Shire Council, Locked Bag 5, YOUNG NSW 2594

5. Interviews

Candidates for interview will be selected from the applications based on the above selection criteria. Applicants selected for interview will be notified by telephone within 2 weeks after the closing date.

6. Appointment

An offer of appointment will be subject to the successful applicant obtaining a satisfactory medical and functional assessment to determine applicant's physical suitability for the position. Council will pay the cost of the medical and functional assessment.



YOUNG SHIRE COUNCIL Utility Services

1 GENERAL DESCRIPTION

- 1.1 Position:** Water and Sewer attendant
- 1.2 Position Holder:** Vacant
- 1.3 Group:** Utility Services Group
- 1.4 Location:** Start/Finish Depot Glensloy Street, Young
- 1.5 Role:** To carry out duties associated with water, sewerage, stormwater, concrete and cemetery works in accordance with Council's policies and WH&S requirements and to undertake general duties as directed.
- 1.6 Position Reviewed:** December 2015
- 1.7 Accountable to:** Water and Sewer Supervisor
- 1.8 Accountable for:** The carrying out all duties and functions prescribed under the various Council Policies and Procedures in an efficient, timely, honest, diligent and workman like manner for the betterment of the shire of Young.
- 1.9 Delegated Authority:** Nil

2 AWARD/SALARY PROVISIONS

- 2.1 Award Coverage:** The NSW Local Government (State) Award 2014
- 2.2 Work Hours:** Full time.
38hrs per week
Nine day fortnight
- 2.3 Salary System Grade:** Grade 5
- 2.4 Entitlements:** Employer superannuation contributions, paid parental leave, long service leave entitlement, salary sacrifice options.

3 SELECTION CRITERIA:

3.1 Essential:

- ✓ Work Health & Safety Construction Induction Certificate (White Card).
- ✓ Traffic Controller's Certificate.
- ✓ Ability to work in a team environment.
- ✓ School Certificate or equivalent
- ✓ NSW Current Driver's Licence – Light Rigid.
- ✓ Demonstrated ability and competence in motor vehicle/plant operation and small plant currently utilised within Council's Utility Services construction and maintenance environment.
- ✓ Demonstrated level of oral, written and numeracy communication skills
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- ✓ Ability to meet the physical demands of a position requiring considerable labouring work.

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- ✓ First Aid
- ✓ Demonstrate experience in setting up and finishing concreting.

4. POSITION DUTIES

Operate Plant

- To operate all large/ medium plant in a manner that ensures compliance with the provisions of the Work Health and Safety Act, the Environmental Protection Act and the Roads and Traffic Authority standards.
- Operate, care for and be fully aware of operating procedures in accordance with manufacturers' recommendations for such small plant items as manual, power and pneumatic operated tools and operate specialised plant such as borer, rodding machine, and camera and other plant items as required within the ability, skill and training of the occupant.
- To use chainsaws if competency held.
- Comply with all relevant safe work method statements relevant to plant.

Plant Maintenance

- Carry out daily/weekly maintenance of the nominated plant items including such matters as daily checks on oil, water levels, tyre pressure, tightening bolts. Other checks include cleanliness inside cab, external hosing down, hydraulic hoses, minor repairs, lights, oil change and filters greasing etc.
- Report and record all faults and defects to Plant Supervisor immediately
- Know service schedule and ensure carried out by due date
- Perform basic maintenance in the field and council's workshop
- Identification of faults (visual, audio/sound, feel)

Cemetery

- Grave digging as requested
- General maintenance of grounds and graves when required

Water / Sewerage / Drainage

- Install and repair water, sewer and stormwater mains and services
- Flush and clean water mains
- Inspect and clear blockages from sewer mains
- Undertake inspections; identify defects and carryout maintenance and repairs on fire hydrants, valves and other appurtenances
- Read, install, maintain and test domestic and commercial water meters

Customer Care

- Respond accurately to verbal enquiries from the community about work area and functions or request for assistance from other staff or immediate supervisor whenever necessary

Traffic Control

- Carry out traffic control works on job sites as required - certification essential.

General

- Take action on any other matter as lawfully directed by the Supervisor, or other supervising staff, provided the employee has the necessary skills and knowledge to undertake the duty.

5 KEY PERFORMANCE INDICATORS

Key Duties	Performance Indicators
Operate various items of plant safely & effectively - only when appropriately licenced to do so.	<ul style="list-style-type: none"> • All Plant is operated in accordance with manufacturers instructions and Council approved guidelines • Meet productivity targets and production deadlines. • Ensure that all environmental and safety measures are in place and operational • Trenches are constructed to correct safety standards • Machine is operated only when all persons adjacent meet required safety standards • Capable and safe operation around services • Maintenance and repairs to Plant item are immediately notified to supervisor. • Daily checkups of Plant occur to ensure its roadworthiness and ongoing safe operation. <p>Encourage and support fellow workers to improve efficiency and work place performance</p>
Performance of labouring maintenance and construction duties associated with water , sewer & stormwater	<ul style="list-style-type: none"> • Ensure that all works are conducted to agreed quality and timeframes as directed by the Supervisor. • Maintain a team focus • Work is undertaken according to Council work specifications and plans • Appropriate equipment is used (include vehicle and hand held tools) • Priority to carry out all manual handling tasks observing the correct procedure. • Water meter reading & repairs are to be completed to agreed standard and timeframe
Cemetery	<ul style="list-style-type: none"> • Safely assist in the preparation of graves and cemetery maintenance using a variety of tools (including backhoe and shovel)

Control traffic at a roadway worksite	<ul style="list-style-type: none"> • Roadway worksite activities are set up in accordance with national standards • Appropriate traffic controls and controllers are used
Undertake stormwater and concrete construction & maintenance labouring duties (such as pipe replacement, footpaths and concrete pours)	<ul style="list-style-type: none"> • Construct formwork according to construction standards • Lay and finish concrete according to Council Standard • Priority to carry out all manual handling tasks observing the correct procedures.
Keep accurate records of work completed and, stores materials utilised	<ul style="list-style-type: none"> • Accurate recording of daily timesheets • Pre work safety assessment sheets • Be proactive with respect to recording or repairing defects in areas involving water, sewer and stormwater preventative maintenance.
Operate other small plant	Demonstrate safe and effective operation of small plant such as a quick cut saw, vibrating wacker packer, jack hammers, brush cutter and mowers, in a safe and effective manner according to SOPs

6. COMPETENCIES FOR ALL STAFF

Key Duties	Performance Indicators
Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment	<ul style="list-style-type: none"> • Ability to communicate knowledge of Management Plan and how it relates to position and Council's goal • Accept responsibility for and manage own work • Always represent Council in a positive manner
Display a customer focused attitude when dealing with both internal and external customers	<ul style="list-style-type: none"> • Responses and actions are appropriate • Difficult customer situations are dealt with appropriately and without delay • Prioritise customer care as a key issue
Prioritise and respond to tasks within agreed timeframe	<ul style="list-style-type: none"> • Works Orders (CivicView Records) tasks are kept up to date
Communicate in a clear and concise manner when dealing with customers and fellow employees	<ul style="list-style-type: none"> • Clarify communications to ensure they are understood • Document all dealings of consequences
Deliver a high quality service and seek ways to improve work processes	<ul style="list-style-type: none"> • Customer needs and expectations are correctly identified • Demonstrate an attitude of proactive system improvement

Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale	<ul style="list-style-type: none"> Proactively set and meet work goals Need for additional support to improve performance is communicated with supervisor Assist other in meeting team goals and deadlines Demonstrate teamwork and cooperation both within team and across all Council Departments
Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality	<ul style="list-style-type: none"> Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery Always represent Council in a positive manner Understand and comply with Code of Conduct
Show respect to other employees and actively discourage all forms of discrimination harassment and bullying	<ul style="list-style-type: none"> Behaves ethically at all times in the workplace No substantiated complaints received Follow and promote EEO principles and deal with others fairly and impartially Other employees assess non-discriminatory and non-bullying behaviour
Demonstrate an understanding of Council's Work Health and Safety policies and procedures and conform to all WHS requirements of the job	<ul style="list-style-type: none"> Evidence that WHS is understood and policies and procedures are followed Actively and positively contribute to participative arrangements for the management of WHS Implements and monitors risk control measures, consistently, identify and report inadequacies

7 WH&S RESPONSIBILITIES

Key Responsibilities	Performance Indicators
Ensuring all work is performed in accordance with requirements of Council's Work, Health and Safety policy, procedure and legislation	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of SWMS/JSA'S and Standard operating procedures Completion of Plant Start-Up Sheets Complete Risk Assessments
Taking reasonable care for own Health and Safety as well as that of others	<ul style="list-style-type: none"> Use of SWMS /JSA's and Standard Operating Procedures Complete Risk Assessment
Work Health and Safety standards are complied with including following defined risk management polices and procedures	<ul style="list-style-type: none"> Training records Non - conformance forms issued.

Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor	<ul style="list-style-type: none"> • Hazard identification / accident, incident/ near miss reports completed accurately within the timeframe. • Workplace inspection reports
Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none"> • PPE worn and maintained • Knowledge and use of Standard operating procedures
Working in accordance with relevant standards	<ul style="list-style-type: none"> • Training records • Supervisor site inspection records
Correct Manual Handling techniques are identified and used	<ul style="list-style-type: none"> • Manual Handling included in all risk assessments • Training in Manual Handling • Correct techniques followed
Correct Ergonomics of office workstations are used	<ul style="list-style-type: none"> • Demonstrate ability to set up workstation ergonomically followed.

8 AUTHORITY AND ACCOUNTABILITY

- Be responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.
- Be prepared to undertake additional training to facilitate and improve performance of duties.
- Be responsible for the completion and quality of own work function.
- Authority to liaise with the public concerning specific issues and entry into property.

9 JUDGEMENT AND PROBLEM SOLVING

- Apply standard procedures and guidelines.
- Interpretation of problems which may involve precise judgment in operational areas.
- Seek guidance if solution requires variation from standard procedures.

10 SPECIALIST KNOWLEDGE AND SKILLS

- Ability to use the correct equipment to complete assigned duties.
- Ability to ensure all plant and equipment is effectively utilised and maintained in a safe and reliable condition and to take positive steps to overcome defective plant for return to service.
- To use knowledge gained from external and on the job training.
- To be able to independently use machinery/equipment.
- To be able to give work directions and guidance to others for basic tasks.
- Keep abreast of amendments to legislation/rules for; WorkCover regulations applying to plant, WHS issues, safe work method statements, manual handling and lifting procedures and anti-discrimination Policy

11 MANAGEMENT SKILLS

- Able to organise works and communicate instructions as a support to the supervisor
- Training and the checking of work may be required

- Guidance provided is readily available for non routine tasks

12 INTERPERSONAL SKILLS

- To communicate using radio, telephone and fax.
- To provide information in an efficient and effective manner to other Council staff and the public for routine tasks.
- To understand and accept specific job directions and to actively communicate with supervisor and other employees.
- To report and record all plant defects and performance issues as a matter of urgency.
- To give work directions to others.

13 QUALIFICATIONS & EXPERIENCE

- Completion of an appropriate labour market program or similar short-term work / skills experience is desirable.
- May have attended TAFE or structured training in a work- related area

14 CODE OF CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude. While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

15 CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers. Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

16 PERSON SPECIFICATIONS

To perform this job successfully, an individual must have the educational skills to be able to perform each essential duty satisfactorily. Ability to read, write, apply mathematical concepts and have the ability to define problems, collect data, establish facts and draw valid conclusions is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

17 MANDATORY CONDITIONS OF EMPLOYMENT

The following conditions of employment are mandatory and as such have to be met by the employee at all times:

- To hold an unrestricted and current NSW Driver's Licence.
- To ensure the safety of themselves and fellow employees by following safe work procedures and comply with WHS Policy and procedures.
- To project Council's image in a positive manner.
- To act with diligence, integrity and honesty as an employee of Council.

Non-adherence to these conditions may result in disciplinary action and/or termination of employment.

18 ANNUAL REVIEW

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description. Assessment will be in accordance with Councils Salary System.

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 63801234.

19. Physical Requirements

The following table represents the physical environment in which the employee will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

*Key:	Not Applicable	N	Not Relevant to this position
	Occasional	O	Task is performed for 0-33% of the day
	Frequent	F	Task is performed for 34-66% of the day
	Constant	C	Task is performed for more than 66% of the shift
	Repetitive	R	Work cycle is repeated < 30 sec & performed for > 60min

WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R					
General Demands		Sensory Demands		Other Demands	
Neck Movement (looking up, down, sideways)	F	Sight Use of sight as an integral part of task performance eg. Dark, fine detail	F	Meeting Deadlines	C
Reaching (above shoulder height, forward/side extended)	F	Sight Ability to discriminate between colours	O	Conflict Resolution	O
Hand/Arm Movements (stacking, reaching, mopping, tool use)	F	Hearing Effective hearing ability as an integral part of task performance	O	Sitting for extended periods	O
Bending/Twisting (forward/ backward bending or twisting at waist)	F	Smell use of smell senses as an integral part of task performance	O	Dealing with people	F
Kneeling/Squatting	O	Balance	O	Underground Work	F
Leg Movements (operate machinery)	O	Environmental Factors		Personal Protective Equipment	F
Standing (upright without moving)	O	Dust (expose airborne material ie. Dust)	O	Radiation Tasks involve magnetic or radiation sources	N
Driving (operate any mobile plant)	O	Gas / Fumes Working with gases or fumes	O		
Walking Even surfaces	F	Liquids Tasks involve working with liquids which may cause skin irritations if contact is made with the skin	O	Manual Dexterity Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing	O
Walking Uneven surfaces	F	Noise Tasks involve exposure to high noise environments, and hearing protection is required to be worn	O	Manual Dexterity Gross motor hand use Gripping, holding, clasping	F
Walking Walking while manual handling object	O	Lighting Tasks involve working in dark or visually- poor environments	O	Task involves working in an awkward positions (Describe)	F
Walking (Up or down steep slopes)	O	Temperature Task involve working in extremes of temperature - hot or cold	F	Confined Space (confined spaces work)	O
Climbing (in and out of plant)	O				
Climbing (stairs, ladders, scaffolding)	O				
Manual Handling Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining) Light, Moderate, Heavy	Heavy	Hazardous Substances Tasks involve working with hazardous substances	O	Cardiovascular Fitness level required for position Low (sedentary) Medium High (constantly on feet, repetitive physical work)	High

NOTE THAT SIGNING THE PD INDICATES AN AGREEMENT AND ACCEPTANCE OF THE CONTENT AND CONDITIONS

POSITION: Water and Sewer Attendant - Utility Services

POSITION INCUMBENTS NAME	SIGNATURE
	DATE
GENERAL MANAGER	SIGNATURE
	DATE

=====

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training.