Narrandera
Shire Council

POSITION DESCRIPTION

Section 1 – POSITION DESCRIPTON

Position Title	**Casual Water and Sewer Labourer**
Doc ID	903687
Department	Water and Sewer
Grade	A
Function Group	
Status	Casual
Hours of Duty/days worked	76 hours per fortnight RDO every fortnight
On Call	On call every second week (non RDO week). These arrangements may be revised from time to time based on operational requirements
UV Rating	High
Directorate	Infrastructure
Supervisor	This role rotates between two supervisors: 1) Operations & Maintenance Team Leader (during maintenance work) 2) Construction Team Leader (during capital works work)
Date Compiled	March 2015
Date Modified	September 2020 – January 2023 – January 2024 – November 2026
MJES Completed	

Vision	**ACHIEVING TOGETHER**

Corporate Values
"ECLAIRS"

- Ethical
- Caring
- Loyalty
- Accountability
- Integrity
- Respect
- Safety

Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

The position holder assists in all maintenance and construction activities in the Water and Sewer Department. These activities include construction of pipelines, pumpstations and sewer mains, as well as maintenance of water and sewer infrastructure including hydrants, valves and pumps. This person will also be required to conduct regular testing, monitoring and recording of water and sewer quality information. (On call every 2nd week)

Key Responsibilities for the Position

The key responsibility areas (KRA's) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA's are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

	Key Responsibility Areas	
	What	*How*
1	Undertake labouring duties	Complete tasks within the time allocated by supervisors and to a suitable standard
2	Traffic Control	Understanding and erecting traffic signs correctly as indicated on the Traffic Control Plan (TCP)
3	Risk Management	Undertake hazard identification and risk assessment on site as required to ensure a safe work environment
4	Plant / Equipment	Safely and effectively using plant in construction and maintenance activities.
5	Customer Service	By ensuring customer service is provided in a prompt, friendly, helpful and courteous manner and in accordance with Council procedures and requirements.
6	Teamwork	By productively contributing to the outcomes of the Construction and Maintenance teams.

Position Attributes

Experience / Knowledge / Attributes: List the required experience and clearly indicate whether it is mandatory or desired by highlighting (underlining) the word 'Essential' or 'Preferable'.

	Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.	***Essential/ Preferable***
1	General Construction Induction card	Essential
2	Class C driver licence (manual vehicles)	Essential
3	Traffic Control (Stop/Slow) Card	Preferable
4	Implement Traffic Control Plans Card	Preferable
5	Confined spaces	Preferable
6	First Aid	Preferable
7	Certificate II in Water and Wastewater Operations	Preferable
8	Medium Rigid (MR) licence	Preferable

	Key Selection Criteria: Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's
1	Well-developed verbal communication and interpersonal skills to work effectively within a team environment
2	Demonstrated ability to work with minimal supervision
3	Demonstrated ability to carry out all labouring activities, eg preparing trenches, pipe-laying
4	Demonstrated ability to Identify hazards and implement procedures to reduce risks
5	Demonstrated ability to operate minor plants/machinery, eg drills, chainsaw, compaction equipment
6	Demonstrated ability to undertake record keeping, including electronic data entry.

	Required Vaccinations:	***Essential/ Preferable/Not required***
1	COVID-19 Vaccination (or medical Exemption)	Preferable
2	Influenza Vaccination	Preferable
3	Hepatitis A	Essential
4	Hepatitis B	Essential
5	Tetanus (dT or dTpa)	Essential
6	Q Fever	Preferable

Supervision Reporting Relationships:

This position' reports to supervisor/manager: A brief description of the breadth of supervision should be provided	
1	Water and Sewer Team Leaders

Positions reporting to this position: A brief description of the roles of the employees supervised (and titles if relevant) should also be stated.	
1	Nil

Location of Work:

Provide a description of the places that this position will be working at.	
1	The jobholder will be required to operate in any location instructed by their supervisor

Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations	
1	The jobholder has no specific authority over employees or contractors

Liaise With:

Internal:

The internal positions that this position comes in contact with regularly.	
1	Water Sewer Team leaders (Construction and Maintenance)
2	Water and Sewer Engineering Officer
3	Other Water and Sewer employees
4	Other Council employees

External:

The external people or organisations that this position comes in contact with regularly	
1	Residents within Narrandera Shire Council
2	Contractors
3	Various Governmental agencies, eg EPA, Transport for NSW

Section 2 - POSITION REQUIREMENTS FOR ALL EMPLOYEES

Key Result Area Compulsory for all employees		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Customer Service	Achieve customer service standards in accordance with Council's customer service charter
2	EDRMS / Record Keeping	All employees are responsible for ensuring all records and documents in their use are accurate and recorded according to Council procedures. All EDRMS operators are to undertake an annual competency assessment to ensure EDRMS record keeping skills are to required standards
3	Equal Employment Opportunity (EEO)	As per Council's EEO Management Plan in accordance with the EEO and the Anti-discrimination Act 1977
4	Policies, Procedures & Code of Conduct	Adhere to ALL Council Policies, Procedures and Code of Conduct
5	Enterprise Risk and Work Health & Safety (WHS)	In accordance with Enterprise Risk requirements and the WHS Act 2011. Refer to Section 4 of this Position Description for a list of the responsibilities
6	Training and Development	Attend all required skill development training Provide evidence of all licences and certificates to Human Resources

Section 3 – ESSENTIAL SCHEDULE OF TASKS

Position Tasks

Key Result Area Undertake Labouring Duties		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Assist water and sewer maintenance and construction teams to complete programs	Undertake labouring tasks as instructed Operate minor plant in accordance with the appropriate Safe Work Method Statements Report any defects with any tools or plant to the Team Leader Complete any task within the time allocated by the supervisor and to a suitable standard

Key Result Area Traffic Control		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Implement Traffic Control Plans	Erect and remove traffic control signs and structures in accordance with the Traffic Control plan Act as a traffic controller in accordance with Transport for NSW Guidelines

Key Result Area Plant & Equipment		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Operate Plant	Operate plant in an efficient and effective manner – no downtime Operate plant with care and in a safe manner at all times Use plant safely and in accordance with the Operating Instructions and Council's Safe Work Method Statements Report damage to plant immediately to Supervisor. All tool and equipment replacements are authorised by Supervisor.
2	Use Tools & Equipment	Tools used efficiently and effectively – no downtime Tools and equipment respected and used with care – no breakages Tools and equipment losses/damages reported immediately to the Supervisor.

3	Maintenance & Storage of Plant, Tools & Equipment	Perform regular maintenance of plant, tools and equipment as per operating Instructions Ensure plant, tools and equipment are securely locked away when not in use as per Council's policy and procedure Tools and equipment kept in a clean and tidy state

Key Result Area Teamwork		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Work within a team environment	Perform an active role within the team to achieve project objectives Regular consultation and co-operation with team members. Project objectives achieved through the efficient and effective use of resources at all times Provide relief for treatment plant operators when they are on leave (when required)
2	Attend toolbox meetings	Attend toolbox meetings as required. Be actively involved in toolbox meetings prior to projects commencing

Section 4 – ENTERPRISE RISK & WORK HEALTH AND SAFETY RESPONSIBILITIES – WORKERS/EMPLOYEES

Position Tasks

Key Result Area Enterprise Risk and Workplace Health and Safety (WHS) Responsibilities		
Task – Describe the Task		**Standard –** To what qualitative or behavioural standard should the task be performed at.
1	Comply with safe working procedures	Comply with the WHS Act section 28, Duty of workers; (a) Take reasonable care for his or her own health and safety; and (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this act; and (d) Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. Follow safe work procedures established by Council
2	Use of appropriate personal protective equipment and safety systems	Where PPE is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed, as indicated in a risk assessment, or as required in WHS procedures, or as in the safe work method statements.
3	Assist with the preparation of risk assessments and safe work method statements	Before commencing work or job where there is an identified risk, conduct a risk assessment to identify, assess and control the hazards associated with the work or job. This must be conducted in conjunction with other relevant employees, and the supervisor; Assist in the annual review of safe work method statements.
4	Report WH&S	Report workplace hazards to the supervisor or manager and WHSO as soon as possible after they occur or are identified; and Report injury or illness arising from workplace activities using the Incident /Injury/ Near miss report form as soon as possible after incident.
5	Training	Attend all required Enterprise Risk and WHS training.
6	Compulsory Uniform	High risk rating for sun protection clothing, wear personal protective clothing in accordance with Council's compulsory protective clothing policy.
7	Immunisations	Hepatitis B

Section 5 – PERFORMANCE AGREEMENT – CASUAL WATER AND SEWER LABOURER

I _____have discussed this performance plan with my immediate supervisor and agree to the tasks, goals and standards that have been set.

I will raise with my immediate supervisor any difficulties arising with the delivery of this performance plan.

I undertake to review my performance plan with my immediate supervisor annually or more frequently if necessary.

I understand that the standards set in this performance plan will form the basis of my annual performance review.

Signed
Employee:

_____ Date: ____/____/_____

Signed
Immediate Supervisor

_____ Date: ____/____/_____

POSITION: Casual Water and Sewer Labourer

DOC ID: 903687

GRADE: A

LEVEL	COMPETENCIES	Yes	No
Entry			
The employee has the basic skills to meet the requirements of this type of work *Entry* will display the selection criteria of the position	Well-developed verbal communication and interpersonal skills to work effectively within a team environment	☐	☐
	Ability to work with minimal supervision	☐	☐
	Ability to carry out all labouring activities, eg preparing trenches, pipe-laying	☐	☐
	Ability to Identify hazards and implement procedures to reduce risks	☐	☐
	Ability to operate minor plants/machinery, eg drills, chainsaw, compaction equipment	☐	☐
	Demonstrated ability to undertake record keeping, including electronic data entry.	☐	☐
Step 1			
The employee has all the skills to do this job at NSC (using Council's systems, equipment, policies, standards)	Have proven competencies for Entry Level	☐	☐
	Ability to work unsupervised	☐	☐
	Ability to operate more complex plant/machinery such as lifting equipment/hoists, medium rigid trucks, vacuum excavator and sewer jetter	☐	☐
	Ability to identify and source parts and fittings for minor water and sewer mains and service repairs	☐	☐
	Ability to interpret and implement a traffic control plan under supervision	☐	☐
Step 2			
The employee has the skills that foster multiskilling in a team/section/department	Have proven competencies for Step 1	☐	☐
	Some experience in the maintenance and/or construction of pipelines or similar underground assets beyond labouring activities	☐	☐
	Some understanding of common water and sewer treatment processes and operation of water and sewer distribution and collection networks.	☐	☐
	Some knowledge of WHS legislation, and the ability to identify hazards and implement procedures to reduce risk	☐	☐
	Some demonstrated analytical and problem-solving skills.	☐	☐
	Some experience in the operation of plant (backhoe, excavator, and skid steer)	☐	☐
	Ability to identify and source parts and fittings for complex water and sewer main and service repairs	☐	☐
	Ability to interpret and implement a traffic control plan without supervision	☐	☐

Step 3	Treatment Plant Operator Stream		
The employee has skills to confidently undertake higher duties	Have proven competencies for Step 2	☐	☐
	Demonstrated experience in the maintenance and/or construction of pipelines or similar underground assets.	☐	☐
	Demonstrated understanding of common water and sewer treatment processes and operation of water and sewer distribution and collection networks.	☐	☐
	Demonstrated experience in the operation of process control instrumentation	☐	☐
	Demonstrated ability to perform technical tasks, such as diagnosing and troubleshooting faults within Treatment Plant processes and control systems.	☐	☐
	Demonstrated record keeping skills in a technical environment, including electronic data recording, and utilisation of quality assurance documentation and procedures.	☐	☐
	Demonstrated knowledge of WHS legislation, and the ability to identify hazards and implement procedures to reduce risk.	☐	☐
	Proven analytical and problem-solving skills.	☐	☐

Completed Competencies

I have reviewed the competencies for this employee and indicated the step that their skill set currently meets.

Signed:…… Date:……

Employee:…….. Date:…….