

FACILITIES OPERATOR – SEWAGE TREATMENT WORKS

About us

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach. The community is proud of the facilities and services across the shire, but our greatest asset is our people where new residents are embraced and valued.

The Bland region has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

About the role and who we are looking for:

Council is seeking a Facilities Operator to assist in the maintenance and safe operation of Council's facilities, including Council's wastewater treatment plants and sewerage reticulation systems in accordance with Council policies, community requirements and industry standards.

To be successful in this position, you will possess the following skills and experience:
Following licenses / tickets or willingness to obtain:

- Class C Drivers Licence.
- WHS Construction Induction Certificate
- Certificate III Water Industry Operations or Certificate III in Waste Management

What we have to offer:

- As a valued member of our team, you'll receive the following benefits:
- Competitive salary and opportunity for salary progression
- Flexible work arrangements
- Learning and career development opportunities
- 9 day fortnight roster
- Fully supplied PPE required for the position
- Allowance, overtime and call out penalties when required.
- Hourly rate starts at \$27.92
- Plus a 10% Council Superannuation contribution.



How to apply:

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website <http://www.blandshire.nsw.gov.au/your-council/careers> . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the Facilities Operator – Sewage Treatment Works position, please contact Steve Reid on (02) 6972 2266.

Interested persons are required to obtain an information package from Council and address the question(s) listed on the web site to be considered for this position. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

Our Vision:

A place where people are valued, an environment that is respected, a future that is bright and a community that is proud.

APPLICATIONS CLOSE: 3 JUNE 2022

Position Description

Facilities Operator- Sewage Treatment Works

Directorate	Technical Services
Location	Bland Shire Depot Chauvel Street, West Wyalong
Classification/Grade/Band	Grade 6
Position Code	4131 - 38 Hour week
Date Position Description approved	May 2022

Council overview

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Council values

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

Primary purpose of the position

To assist in the maintenance and safe operation of Council’s facilities, including Council’s wastewater treatment plants, sewerage reticulation systems, Landfill and Waste Transfer Stations in accordance with Council policies, community requirements and industry standards.

Key accountabilities

Within the area of responsibility, this role is required to:

- Actively contribute to the team within the Directorate, promote best practice and maintain professional standards and integrity
- Operate and maintain plant and equipment in accordance with Council's standards, policies and procedures.
- Carry out general labouring duties across the Directorate functions achieving a high standard of care and quality outcomes.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

Sewage Treatment Works

- Maintain, operate and assist in controlling Council's trickling filter, pasveer channels and reticulation mains improving service delivery.
- Undertake daily inspections of pumping stations installed in the wastewater scheme enhancing processes.
- Respond to enquiries from internal and external customers promptly and professionally
- Undertake daily inspections of pumping stations installed in the wastewater scheme
- Collect samples for analysis and undertake routine analysis
- Prepare logs detailing plant operation
- Service and clean water storage facilities, plants and pipes and repair faults in water supply and storage systems
- Ensure that sludge is disposed of in accordance with the requirements of the NSW Environment Protection Authority

WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key challenges

- Operation of plant and equipment to achieve the standard of work required in a safe and efficient manner
- Balancing individual needs and development work with that of the team to achieve outcomes for council and the community.
- Prioritising accountabilities to serve short term needs while supporting the long term protection of the build and natural environment
- As a member of a multidisciplinary team, to ensure that an efficient and effective service is provided and that the outcomes are of a high standard, consistent with Council and community expectations.

Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of parks, gardens and sport fields, landfill and sewage treatment works Negotiate task priorities

Who	Why
	Ensure safety and quality standards are met
Supervisor Sewerage Treatment Works	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Reports to

Supervisor - Sewerage Treatment Works

Essential requirements

Selection Criteria

Selection Criteria 1:

Following licenses / tickets or willingness to obtain:

- Class C Drivers Licence.
- WHS Construction Induction Certificate
- Certificate III Water Industry Operations

Selection Criteria 2:

Manage Self: Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning

Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity

Think and Solve Problems: Think, analyse and consider the broader context to develop practical solutions

Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly

Selection Criteria 3:

Sound understanding of and commitment to EEO and WHS principles as well as Council's values.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Frequent Sitting (driving)

Frequent bilateral gross hand manipulations.

Occasional climbing

Occasional Pushing/pulling

Occasional bending/stooping

Occasional Lifting/carrying up to 25kg

Occasional Confined space entry.

Immunisation Requirements





This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process

must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> • Uses core work tools and equipment effectively • Takes care of work tools, equipment, accommodation and community assets