

Position Description



Water & Waste Water Technician

The Role

The objective of this role is to operate and maintain Council's water, sewer and stored stormwater infrastructure in accordance with relative legislation and Murray River Council Policies and Procedures.

Position Title	Water and Waste Water Technician
Classification	Band 2 Level 2
Employment Type	Permanent
Directorate*	Infrastructure
Primary Location*	Moama
Reports To*	Supervisor - Water & Waste Water
Supervises*	Nil

*may change over time depending on organisational requirements

Position Benefits

- 9-day fortnight
- Four (4) weeks annual leave per year
- Salary Sacrificing opportunities (includes remote area benefits)
- Uniform allowance as per current Council policy
- Employee Assistance Program (EAP)
- Learning and Development Program

Council overview

Murray River Council is an exciting place to work, live and play. Located in the Southern Riverina and bordering Victoria our Council is situated among majestic sweeping plains, magnificent red gum forests and is surrounded by the mighty River Murray and its tributaries.

With an area covering 11,685 square kilometres, where over 11,887 people call home there are opportunities to enjoy a vast and growing region.

Council provides exciting opportunities for innovative, customer focussed individuals to be part of a modern, dynamic organisation that serves its community well.

Council vision and values

Murray River Council's vision is to enable a healthy, liveable and prosperous community.

Our mission is to work with each of our unique communities to foster economic growth and prosperity, support community health and wellbeing, and protect and enhance our environment.

While planning effectively for the future to ensure appropriate infrastructure and services that will support quality lifestyles and provide recreational opportunities for our Murray River community (for all ages).

We have four core values that drive us and our behaviours.

Murray River Council values and behaviours

Collaboration



We achieve our goals through collaboration.

Responsibility



We take responsibility of our contribution to servicing our community.

Integrity



We act with integrity.

Excellence



We demonstrate excellence by delivering our best.

Our behaviours – how we demonstrate the above values

I build trust by sharing information professionally and appropriately.
I pitch in to help the team.
I seek out the expertise of others.
I build effective relationships.

I follow through on decisions.
I see things through.
I step up when action is required.
I make timely decisions based on the evidence.

I am honest and trustworthy.
I am consistent and fair in what I say and do.
We value the rights, cultures, difference and dignity of all those within our community.

I adapt to change.
I use creativity and initiative to do my job.
I keep learning to meet current and future needs.
I seek out diverse views.
I look for solutions.

Organisational Expectations

As a member of the Murray River Council Team, we expect you to respect and undertake the following responsibilities:

Vision, Mission, Values	<ul style="list-style-type: none"> Abide by and actively portray Council's Vision, Mission and Values.
Dignity & Respect	<ul style="list-style-type: none"> Treat everyone in the workplace and community the way you would like to be treated, with kindness and courtesy. Ensure this is a part of every interaction you have.
Work, Health & Safety	<ul style="list-style-type: none"> Adhere to relevant Work, Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.
Risk Management	<ul style="list-style-type: none"> Read, understand and comply with conditions as set out in the Risk Management Policy and undertaken all relevant risk management training.
Records Management	<ul style="list-style-type: none"> Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Murray River Council in the Corporate Record Management system.
Customer Service & Communication	<ul style="list-style-type: none"> Ensure a high level of customer service through effective and efficient use of equipment. Liaise with internal and external service providers and always represent Council in a positive and professional manner. Commitment to meeting the needs of the customers (internal or external).
Code of Conduct & EEO	<ul style="list-style-type: none"> Encourage and promote behaviours consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.
Teamwork	<ul style="list-style-type: none"> Treat all colleagues professionally and respectfully at all times. Support other Department activities as required by Murray River Council's Delivery Plan.
Report writing	<ul style="list-style-type: none"> Contribute to, complete or update Monthly Operational Reporting (MOR) as required. Contribute to additional reporting as required.

Key Accountabilities

- Adhere to & cooperate with all WHS policies and procedures of Murray River Council and relevant legislation
- Participate productively in all Projects and Continuous Improvement Regulatory and relevant processes as required to ensure Murray River Council achieves projected and sustainable outcomes.
- Manage own behaviours in accordance with Murray River Values
- Comply with all legal, regulatory, ethical, cultural, environmental, and social behaviours and requirements
- Participate in the review process and professional development as required
- Regularly familiarise yourself with all Murray River Council policies and procedures which may change from time to time
- Contribute as a proactive & effective member of Murray River Council as per the organisation values
- Participate constructively in all meetings as required
- Treat all colleagues professionally and respectfully at all times
- Support other Department activities as required by Murray River Councils Delivery Plan
- Refer to MRC Strategic and Department operational plans when carrying out all duties to ensure integrity and alignment of actions and outcomes to the relevant plan
- Operate and maintain water and sewer plant, reservoirs, and pumping systems.
- Monitor electronic control systems and respond to faults.
- Undertake and record water quality testing in accordance with Australian Standards.
- Undertake repairs and maintenance on mains and other infrastructure.
- Provide professional customer service to internal and external customers.
- Undertake water smart meter systems and maintenance.
- Investigate, report and resolve water meter matters.
- Raise electronic requisitions within delegated authority.
- Ensure plant is maintained in good working order, with breakdowns minimised.
- Participate in an on-call roster system.

Accountabilities align to the key services council must provide both internally and externally. At MRC we have defined the accountabilities for each area into S, B, P & O Accountabilities.

S – Strategic Accountability Holder. Strategy, Concept, Direction

B – Business Manager Accountability Holder. Development, Planning and Business Management

P – Projects Accountability Holder. Projects, Implementation with Fixed Start/End Date

O – Operationalising Accountability Holder. Doing, Delivery, Finalisation, Ongoing.

This position contributes to the business unit portfolio accountabilities.

Principal Role Responsibilities

This role will be responsible for undertaking the following:

- Responsibility as a trainer for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialized technical/administrative skills.
- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.
- Positions will have specialized knowledge in a number of advanced skill areas relating to the more complex elements of the job.
- May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.
- In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.
- Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills based upon suitable certificate or post certificate level qualifications.

Specialist Knowledge and Skills

The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery

Key Relationships

Key Internal Relationships

MRC Leadership Team	Achievement of key performance indicators (KPI's) and accountabilities as identified in position description and performance reviews. Work collaboratively within the team.
Council Departments	Establish positive working relationships with internal community and customers
Direct Reports	Water & Waste Water Co-ordinator

Key External Relationships

External Stakeholders and Committees	Represent Council and provide high standard of excellence and professionalism to all stakeholders.
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Key Selection Criteria

- Role specific**

Mandatory Skills and Experience	Desirable Skills and Experience
Certificate III Water Treatment or equivalent	Confined Space Ticket
Current Class "C" Drivers Licence	Experience in backflow prevention
Construction Induction Card (White)	Experience in Direct Digital Control systems
Demonstrated experience in water and sewerage treatment plant operations	Certificate III Sewerage Treatment
Demonstrated experience in computer systems, electronic control systems and switchboard operations	Medium Rigid Truck Licence
Ability to work autonomously under minimal supervision	
Current First Aid Certificate	

General skills

- Suitable level of written and verbal communication skills, including the ability to communicate, with a wide range of community members and stakeholders; and establish and maintain effective professional relationships with internal customers across all levels of Council.
- Good organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities in order to meet operational outcomes.
- Ability to manage own behaviours in line with Councils values.
- Ability to use computers, tablets, mobile devices, and show a willingness to learn additional programs as required.
- Ability to manage tasks as required, follow direction and complete work within defined timelines.
- Ability to problem solve and decision-making skills.
- Understanding of and adherence to Workplace Health and Safety legislation.

Certificates & Certifications

- Current Manual Driver's Licence
- Heavy Vehicle Licence
- National Police Check
- Pre-employment Medical
- MR licence (or higher)
- OHS Construction Induction Card (or equivalent)
- First Aid Certificate

Employee Name		Manager Name	
Employee Signature		Manager Sign	
Date		Date	