

## Position Description

Position Title	Water & Sewer Operator
Position Number	1106
Directorate	Infrastructure
Division	Water & Waste
Reports to	Senior Operator Water & Sewer
Grade	HILL38G4
Date Reviewed	March 2026

### Primary Purpose

The Water & Sewer Operator carries-out skilled-labouring and plant operation duties associated with water, sewerage & drainage, as well as any other duties necessary to the continued performance of the Water & Sewer team, in accordance with Council's policies and WHS requirements.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

### Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Perform a range of labouring and operational tasks required for the effective operation of water & wastewater infrastructure, ensuring correct use of hand tools and plant on Council worksites in accordance with Council's safe systems of work and safe work method statements.
- Carry-out construction such as pipe-laying and mains repair using mobile plant and hand-tools, ensuring safe loading/unloading of plant and material, and monitor and train other staff in safe plant operation and maintenance.

- Accurately complete and maintain accurate administrative records in accordance with corporate record keeping and operational requirements.
- Undertake inspections, maintenance and construction activities on Council's water & sewer assets, including reservoirs, pump stations and reticulation assets to meet agreed service levels and legislative guidelines.
- Participate in team toolbox talks and carry-out on the job risk assessments, report hazards and risks and record and follow-up to ensure these are received and actioned.
- Participate in the on-call roster, weekend work and reasonable overtime for disaster and emergency situations or when required.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

### Essential Criteria

1. Contemporary knowledge & demonstrated application of plumbing principles & practice, and in the construction & maintenance of water & sewer infrastructure.
2. Current immunisation against Hepatitis A, B & Rotavirus or willingness to participate in an immunisation program.
3. Current competency and licensing (if required) in Confined Spaces, Asbestos Identification and Awareness and AQF3 Chemical Handling involving 'transporting and storing chemicals'.
4. SafeWork NSW 'Traffic Controller' & 'Implement Traffic Control Plans' or equivalent.
5. Construction Induction Certificate (White Card).
6. Current Class LR Drivers Licence.

### Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Certificate III in Water Operations, Water and Wastewater Treatment Plant Operations, Civil Construction and/or equivalent experience.
3. Safe Work Near Powerlines training.
4. First Aid Certificate.

## Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans. All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

## Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: