

# Engagement Description

Title	
Casual Water & Sewer Operator	
System Identifier	CAS_WSO
Directorate	Infrastructure
Division	Water & Waste
Reports to	Senior Operator Water & Sewer
Grade	CAS_HILL38G4
Date Reviewed	May 2026

## Primary Purpose

The Casual 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 concreting works, 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 other water & sewer distribution reticulation assets to meet agreed service levels and legislative guidelines.
- Operate and maintain water and wastewater treatment plants and associated infrastructure under limited supervision and within the limits of the incumbent's training and competency.
- 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.
- Be available for weekend work, 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/water treatment principles & practice.
2. Significant experience in construction & maintenance of civil assets and/or water & sewer infrastructure.
3. Current immunisation against Hepatitis A, B and Rotavirus or willingness to participate in an immunisation program.
4. Current competency and certification/licensing (if required) in: Confined Spaces Entry, Asbestos Awareness & Identification, AQF2 Chemical Handling accreditation involving 'transporting and storing chemicals', SafeWork NSW 'Traffic Control' & 'Implement Traffic Control Plans' or agreement to obtain upon commencement.
5. WHS Construction Induction Certificate (White Card) & Current Class C Driver Licence.

### Desirable Criteria

1. Certificate III in Water Operations/Water & Wastewater Treatment Plant Operations or agreement to obtain within 2 years of commencement (essential requirement of permanent role).
2. Current LR Driver Licence (or above).
3. Current competency and certification/licencing (if required) in: Class A Asbestos removal licence, AQF3 Chemical Handling accreditation involving 'application of chemicals', Working Safely Near Powerlines & Apply First Aid.

## 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 document is a broad description of the accountabilities, duties and required capabilities relating to the engagement. It 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 above, and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: