Position Description
Water Operations Operator

Department:	Infrastructure Services
Classification:	Grade 5 - 6
Salary Range:	$74,161 - $76,194
Award:	Local Government Employees (SA) Award Copper Coast Council Enterprise Agreement
Version:	Two
To be reviewed:	February 2027

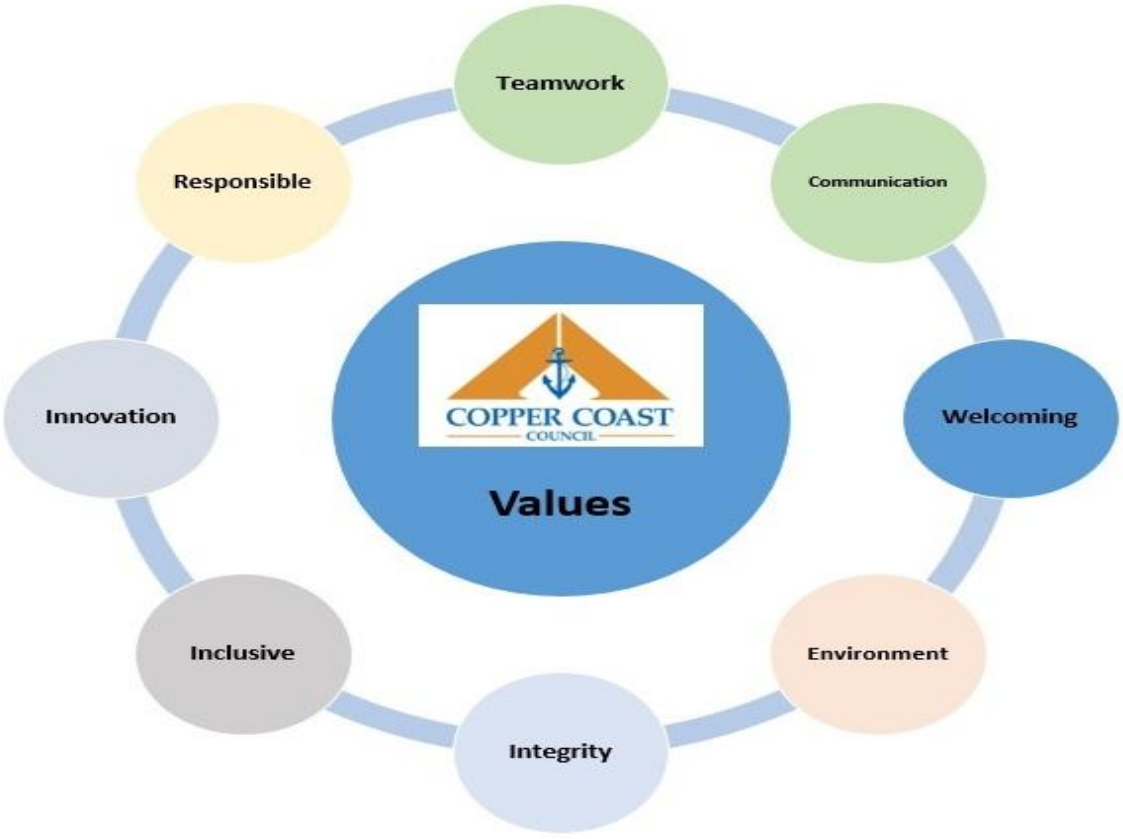
About working with Copper Coast Council

Inspired by lifestyle. Driven by possibility.

Located at the top of the Yorke Peninsula, the Copper Coast is a thriving regional centre, home to around 15,000 residents and attracts 500,000 visitors each year. From its stunning coastal and agricultural landscapes to its vibrant communities, the Copper Coast embodies a unique blend of lifestyle, heritage, culture and prosperity.

We are an equal opportunity employer committed to providing a safe working environment that embraces and values equity, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.



Position Description
Water Operations Operator

Role Purpose and Objectives

To provide efficient and effective day to day operations of Council's Community Wastewater Management Schemes (CWMS), including but not restricted to sewerage pump stations, wastewater treatment plants and collection of network infrastructure including stormwater systems.

This role is also responsible for the implementation and maintenance of the Council's stormwater systems and assets.

Organisational Relationships

Reports to: Team Leader Water Operations

Internal Liaisons: All Council staff

External Liaisons: Ratepayers, residents and general public

Key Responsibilities and Functions

- Ensure continuous operation of all CWMS and prompt attendance to all alarms and ratification of any faults. This requires sharing responsibility of an after-hours roster.
- Be involved in the overall planning of the provision, maintenance and replacement of Council's CWMS assets and infrastructure.
- Wastewater quality sampling/testing.
- Cleaning/CCTV sewer drains and associated infrastructure.
- Install and maintain work zone traffic management signage and safe work activities as required.
- Carry out customer service requests as instructed by the Team Leader Water Operations.
- Maintaining compliance with WH&S regulations.
- Undertake the necessary checks and documentation to ensure the safe operations of all plant and equipment.
- Provide assistance to other CWMS Operators and the Infrastructure Department as required.
- Report issues to senior staff to ensure all matters are dealt with appropriately, professionally and in a timely manner.
- Accurately complete all timesheets and plant sheets.
- Implement stormwater infrastructure projects, while ensuring compliance with regulations and environmental standards.
- Ensure the protection of property and infrastructure by the safe conveyance of excessive runoff from extreme events.
- Maintain the CWMS and stormwater system assets in accordance with sustainable asset management principles and plans.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Key Selection Criteria

Qualifications and experience

- Working knowledge of the Environment Protection Act & Department of Health regulations and licensing conditions.
- Knowledge of policies and regulations relating to work area.

- Knowledge of plumbing and mechanical issues associated with CWMS operations.
- Basic understanding of Council operations
- Sound computer, written and oral communication skills.
- Experience in operation and maintenance of CWMS / Sewer Infrastructure as well as a good understanding of effluent treatment processes.
- Licences or competent use of backhoe, skid steer, loader and excavator (desirable)

Licenses & mandatory requirements

- Certificate III Wastewater Operations or equivalent (desirable)
- Current South Australian Driver's License
- Permanent residency or current approved Australian visa

Training

- Attend training courses including compulsory training with a registered training provider
- Attendance at conferences, seminars, workshops and other training activities as appropriate to maintain an awareness of trends and issues and keep up to date with changes in legislation which may impact on Council

Extent of Authority, Accountability & Responsibilities

Extent of Authority

- Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints.
- Utilise discretion and judgment, to maintain confidentiality in all dealings with customers and members of the public.

Accountability

- Maintain/update all relevant information within agreed timeframes.
- Demonstrate behaviour consistent with our organisation's values.
- Ensure that all vehicles and equipment used in your work group are maintained in accordance with Council Policy.
- Ensure correct recording for all labour, equipment and materials.

Quality & Continuous Improvement

- Maintain licences and trade qualifications to meet the requirements of the position and the organisation.

Records Management

- Responsible and accountable for adequately managing the corporate records created or assigned as part of the role according to Council policies, procedures

Performance Standards & Personal Skills

Performance Standards

- CWMS systems and wastewater operations are maintained to a high level to ensure that disruptions to the CWMS system are kept to a minimum.

Personal Skills

- Ability to liaise with others to achieve outcomes within agreed time frames
- Demonstrate behaviour consistent with our organisation's values.
- Demonstrated interpersonal skills in presenting an enthusiastic, courteous and approachable manner to staff/customers at all times.

- Ability to discuss problems and to deal calmly with agitated customers.
- Demonstrated ability to use initiative in dealing with multiple/conflicting demands under supervision.

Work, Health and Safety

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care to protect their own health and safety at work.
- take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- ensure that correct use is made of all equipment provided for health and safety purposes.
- comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work.
- report all accidents, or near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimize any hazards of which they are aware regarding working conditions/methods.
- be encouraged to participate in the election of Work, Health, Safety Representatives.
- participate in the RTW process if injured at work as set out in the Return to Work Act 2014.
- keep their work area tidy; and
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.

Position Description
Water Operations Operator

Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent: _____
(Print)

Signature: _____Date: _____

Managers/Director: _____
(Print)

Signature: _____Date: _____

CEO: _____
(Print)

Signature: _____Date: _____