

Position Description

Water and Sewer Maintenance Crew Member



Directorate	Infrastructure
Location	Berrigan, Tocumwal, Finley, Barooga
Classification/Grade/Band	Grade D
Position Code	WSM_CM
Date position description updated	16 April 2025

Council overview

The Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands.

This position provides an opportunity for the incumbent operation and maintenance of water and sewer infrastructure services for the Berrigan Shire.

Council values

Teamwork

A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title.

Reliability

Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.

Honesty

A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes.

Service

Service is the core of our commitment to the community and is well considered and strategic in its delivery.

Primary purpose of the position

The Water and Sewer Maintenance Crew Member – will carry out maintenance duties within the infrastructure directorate, Council's Landfills, water, sewerage and stormwater systems in allocated timeframes and to a high standard

Key accountabilities

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

- This position provides the incumbent with the opportunity to contribute to the development of and maintenance of Council's Landfill sites, water, sewer and stormwater infrastructure.
- When directed work within a team to complete capital works programs, to improve water, sewer and stormwater systems/networks.
- Carry out repairs of water treatment plant, water distribution system, sewer treatment plant, sewer retic system, sewer pump stations, rising mains, low pressure sewer systems and stormwater pump stations, plumbing works, inspection and testing of water mains/sewer mains, Council Pools and Splash parks.
- Work through maintenance programs.
- Operate and maintain plant and machineries (backhoe, loader and compacter) in a safe manner.
- Record results, keep records of any testing or monitoring programs Council is undertaking. carry out risk assessment.
- As required participate in Council's call-out arrangements, (only in back up situations)

Key challenges

- Required to work under pressure situations to ensure water, sewerage and stormwater systems are maintained.
- Complete designated works in a safe and timely manner and updating asset records.
- Required to perform manual labour tasks that involve laying pipes, accessing underground infrastructure, and working at heights.
- Working with chemicals.
- Working with internal staff and external contractors to complete a works task.

Key internal relationships

Who	Why
Overseer Water, Sewer & Landfill	<ul style="list-style-type: none">• Discuss daily issues,• Discuss, assist in the planning of future works,• Participate in capital works pre planning and completion.
Operations Manager Sustainability	<ul style="list-style-type: none">• Discuss future works,
Water, Sewer & Sustainability Reporting Officer	<ul style="list-style-type: none">• Discuss, assist in the planning of future works,
Water, Sewer & Sustainability Staff	<ul style="list-style-type: none">• Communicate planned work with operators, pool lifeguards on water quality.

Key external relationships

Who	Why
Liaise with external contractors	<ul style="list-style-type: none">• To ensure scheduled work is completed to Council's standards and within budget
Community Members	<ul style="list-style-type: none">• Ensure the public remain safe during works.

Key dimensions

Decision making

- Make decisions to complete works safely and on time
- Respond and priorities work.

Reports to

Water, Sewer and Landfill Overseer

Direct reports

Nil

Estimated number of indirect reports

Nil

Essential requirements

Class C Driver's Licence and the ability to maintain the vehicle.





Certificate in Chemical Handling

Plumbing Certificate III (Minimum)

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 Capabilities Frameworks		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	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 Demonstrates Accountability	Adept	<ul style="list-style-type: none"> Is prepared to make decisions within own level of authority. Takes an active role in managing issues in the team. Coaches team members to take responsibility and follow through. Is committed to safe work practices and manages work health and safety risks. Identifies and manages other risks in the workplace
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs. Demonstrates a thorough knowledge of services provided. Puts the customer and community at the heart of work activities. Takes responsibility for resolving customer issues and needs
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products. Ensures team understands goals and expectations. Shares the broader context for projects and tasks with the team. Identifies resource needs, including team, budget, information and tools. Allocates responsibilities and resources appropriately. Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set. Ensures others understand their obligations to use and maintain work tools and equipment appropriately. Contributes to the allocation of work tools and resources to optimise team outcomes

Approved:
Karina Ewer

Signature:

Date:

Accepted:

Signature:

Date: