

Burdekin Shire Council is currently seeking applications to fill the role of Water Services Leading Hand.

#### The Position

The key responsibilities include:

- Installation and maintenance of pipes, valves and hydrants in water, waste water and plumbing applications within extent of qualifications.
- Organise, give direction to and provide leadership to team members on work sites.
- Asset condition monitoring and reporting.
- Participate in the on-call roster.
- Attend after-hours call-outs and emergency situations when rostered-on or as otherwise required.
- Participate in meter reading when required.

#### The Person

The successful applicant will possess the following attributes at a minimum:

- Possession of a current driver's licence – minimum of C class with MR preferred and to be obtained within 12 months of commencement.
- General Construction Industry White Card.
- Recent and extensive demonstrable experience in plumbing and drainage and/or water and sewerage reticulation operations, including the construction of water pipelines and gravity sewer lines
- Demonstrated ability to work in a team environment as a leader and have the required initiative to get the job done.
- Proven ability to complete assigned tasks on time and within budget and to complete required records.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is up to \$2,385.98 including Construction Allowance.

Applications for **19/17 – Water Services Leading Hand** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods:

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 19/17, PO Box 974, Ayr Qld 4807

Applications close on Wednesday 17 April 2019 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Manager Water and Waste Water – Shaun Johnston on (07) 4783 9800.

Applications for this position must include responses to the selection criteria.

It is essential to respond to each criterion listed below. You should explain and include examples of how your skills, qualifications, knowledge and experience meet each criterion.

#### **Essential**

1. Possession of a current driver's licence – minimum of C class with MR preferred and to be obtained within 12 months of commencement.
2. General Construction Industry White Card.
3. Recent and extensive demonstrable experience in plumbing and drainage and/or water and sewerage reticulation operations, including the construction of water pipelines and gravity sewer lines
4. Demonstrated ability to work in a team environment as a leader and have the required initiative to get the job done.
5. Proven ability to complete assigned tasks on time and within budget and to complete required records.

#### **Desirable**

1. MR Driver's Licence.
2. Backflow Prevention Tester's Certificate.
3. Certification as a trade qualified plumber and drainer.

<b>Position Number</b>	30044
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>Award Level</b>	Level 7
<b>Reports To</b>	Supervisor – Water & Waste Water
<b>Place of Employment</b>	Council Depot, 25-51 Jones Street, Ayr

### Position Objective

Provide water services within the Water and Waste Water section to assist with Council's operations.

### Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Installation and maintenance of pipes, valves and hydrants in water, waste water and plumbing applications within extent of qualifications.
- Organise, give direction to and provide leadership to team members on work sites.
- Asset condition monitoring and reporting.
- Ensure work is completed to Burdekin Shire Council and other applicable Standards.
- Complete and file records as required by the Supervisor including that related to Work Health & Safety, the preparation of Supply Services issues, completion of Job Diary, and 'As Constructed' Sketches.
- Participate in the on-call roster.
- Attend after-hours call-outs and emergency situations when rostered-on or as otherwise required.
- Participate in meter reading when required.
- Undertake other duties as required by Council.

### Position Requirements

#### Knowledge

- Detailed knowledge of techniques for installation and maintenance of water and sewage reticulation.
- High standard of workmanship, consistent with industry best practice.
- Water meter maintenance and testing.

- Sound knowledge of the Work Health and Safety Act, the Work Health and Safety Regulations, Advisory Standards, Industry Codes and Practice and other associated legislation relative to the position.
- Sound knowledge of work activities and procedural/operational methods within the work area.
- Sound knowledge of Burdekin Shire Council water and sewerage reticulation system.
- Sound knowledge of Quality Assurance principles.
- Sound knowledge of Council's Water and Waste Water Customer Service Standards.
- Interpretation of plans and job specific specifications.
- Understanding of customer focus in Council operations.

#### Skills

- Extensive civil pipe laying, jointing and backfilling skills.
- Minor steel fabrication to suit various applications.
- Use of small plant and daily machinery maintenance prior to start up.
- Excellent customer service skills.
- Supervisory skills.
- Sound leadership skills.
- Excellent time management skills.
- Work prioritisation skills.
- Sound written and verbal communication skills.
- Sound record keeping skills.
- Problem solving skills.
- Teamwork skills.

#### Abilities

- Ability to measure and calculate fills for minor excavations. E.g. stabilised sand fill.
- Ability to supervise and provide direction to employees.
- Ability to resolve work-related problems with diplomacy.
- Ability to manage projects within fixed parameters of price and time.
- Ability to apply Quality Assurance principles to purchasing, work situations and outcomes.

#### Other Requirements

- On appointment, a satisfactory result from a pre-placement medical (truck, plant, labourer, medium to heavy lifting).
- Immunisation record for Hepatitis A and Hepatitis B.
- Willingness to participate in training opportunities as offered, including attaining new qualifications and maintaining currency of existing certificates.
- Availability to participate in the Water and Waste Water on-call roster and attend to call outs as required.
- Availability to work overtime including emergency after-hours and weekend situations.
- Provide appropriate tools as required for trade demands.
- Personal attributes of adaptability, initiative, commitment, reliability, and motivation.
- Physical ability necessary to perform duties for extended periods outdoors in direct sunlight, in trenches and at heights.

#### Experience and Qualifications

- Certificate IV in Water Industry Operations; or Plumbing and Drainage.
- Minimum of C Class Drivers Licence with MR licence preferred.
- General Construction Induction White Card.
- Backflow Prevention Tester's certification.
- Confined Spaces – RIIWHS202D – Enter and work in confined spaces.
- Working at heights RIIWHS204D.
- Removal of Non-friable Asbestos CPCCE3014A.
- Traffic Management Implementation.
- Experienced with use of Dial Before You Dig (DBYD).
- Current First Aid Certificate.
- Experience in the construction of water pipelines and gravity sewer lines.
- Considerable experience in determination of services locations and service protection.

#### Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Employees Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Employees would exercise precision skills in areas involving advanced and specialised processes or technology. A general feature of this level would be the detection and rectification of problems requiring detailed knowledge (beyond that applicable at the trade or equivalent level) of a specialised area. Skills appropriate at this level would generally be acquired through the completion of appropriate courses of study. Employees would be expected to exercise a significant level of discretion in relation to the organisation of work, the application of appropriate skills and timeframes for completion under remote supervision.

#### Core Competencies

These competencies relate to positions at Level 5 and above of the Local Government Employees Award:

##### Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

##### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

#### Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

#### Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

#### Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

#### Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

#### Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

#### General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.

4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.