

Position Description

Skilled Labourer – Water & Wastewater

Division	Infrastructure & Assets
Business Unit	Water & Wastewater
Position Number	451016
Location	Water Treatment Plant, Yass
Award Band	Operational Band 1/Level 3
Salary Grade	Grade 2 - 4
Remuneration	Grade 2 Entry \$54,213.64 to Grade 4 Step 3 \$60,856.64 per annum plus 11.5% Superannuation
Conditions	Permanent full-time Adverse Working Conditions Allowance
Date position description approved	11 October 2023

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Skilled Labourer – Water & Wastewater is located within the Water & Wastewater team.

Council Vision

To build and maintain sustainable communities while retaining the region's natural beauty.

Council Values



Primary Purpose of the Position

This role carries out a variety of general and skilled labouring duties to assist in the delivery of water and wastewater services including the operation of plant and machinery.

Key Accountabilities

- Assist in the delivery of operation, construction and maintenance of water and sewerage operations through skilled and general labouring duties.
- Operate plant and/or equipment associated with construction, maintenance and drainage.
- Undertake a variety of tasks which include manual handling and use of hand and power tools associated with the operation, construction and maintenance of water and wastewater assets.
- Traffic Control duties.
- Ensure all work practices and processes relevant to the role are effective and efficient and propose improvements where appropriate.
- Ensure that vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

- The ability to be flexible and adapt quickly to changing work environments and work teams as determined by work schedules.

Key Internal Relationships

Who	Why
Coordinator Water & Wastewater	Receive direction and support, provide advice and exchange information
Supervisor Construction & Maintenance	Receive direction and support, provide advice and exchange information
Supervisor Water	Receive direction and support, provide advice and exchange information
Supervisor Wastewater	Receive direction and support, provide advice and exchange information
All other staff	To foster team work and cooperation

Key Dimensions

Decision making

The role is expected to operate under direction to carry out duties assigned by the Supervisor compatible with employee's skills, competency and training.

The role is accountable for the quality, integrity and accuracy of work provided in the delivery of assigned projects and activities.

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.

Reports to

Coordinator Water and Wastewater

Essential Requirements

- General Construction Induction (White Card).
- Experience in and ability to carry out operation, of water and wastewater assets.
- Current Traffic Controller and Implement Traffic Control Plans qualifications issued by the RMS or willingness to obtain.
- A current class "C" drivers' licence.

Approval History

Stage	Date	Comment	MagiQ Reference
New position	11/10/2023		642374
Updated	June 2024	Award Salary Increase 2024/25	

Ownership and Approval

Responsibility	Role
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Author	Manager Water and Wastewater
Approver	Director Infrastructure & Assets