Mid Murray Council – Position Description

POSITION TITLE:	Maintenance Officer CWMS
DEPARTMENT/SECTION:	Infrastructure & Field Services CWMS Department
CLASSIFICATION:	SA Municipal Salaried Officers Award General Officers Level 2 or 3 (two (2) year fixed term contract)
DATE APPOINTED:	TBC

Position Objectives:

- To assist Council's Community Wastewater Management Systems (CWMS) Maintenance Team in maintaining Council's CWMS infrastructure, including the State Government's river vessel pump out of infrastructure (under contract).
- To maintain the Bowhill Water Supply System.
- To assist with Council's tag and testing program, as required.
- To backfill roles within the CWMS Maintenance Team during periods of absence of team members.

Key Responsibilities:

CWMS:

- To attend to the day-to-day operations and maintenance of the CWMS and State Government river vessel pump out infrastructure.
- Provide support in the operations of all CWMS infrastructure and equipment to ensure plant remains fully functional at all times, including prompt attendance to all alarms and ratification of any faults.
- Maintain accurate records of inspections, capital and maintenance undertaken.
- Periodic inspection and maintenance of scheme irrigation sites to ensure the Department of Health and Environment Protection Authority licence requirements are met.
- Undertake three (3) monthly water sampling program in accordance with the Department of Health requirements, as directed.
- Other duties within the scope of the position and as directed by the Coordinator Infrastructure.

Bowhill Water:

- On an annual basis, read the Bowhill Water meter and report readings to Council's Corporate & Financial Services Department for rating purposes.
- Assist with maintenance and operations of the Bowhill Water supply system.

Tag and Testing:

- Carry out tagging and testing of all electrical equipment in accordance with the relevant legislation, as required.

Requirements of the Position:

Qualifications/Licences:

- Trade background, preferably electrical or plumbing, or experience which will demonstrate the ability to undertake the position.
- Heavy Rigid Truck (HR) licence.

Experience:

- Experience in, and an appreciation for, the principles of CWMS waste disposal from shack communities and the mechanics of CWMS.
- Electrical and plumbing knowledge.
- Substantial experience in safely operating a Heavy Rigid (HR) Truck.
- Experience in general plant operations, eg Vactrailer, Skid Steer and Mini Excavator.
- Operations experience in the maintenance of CWMS (desirable).
- Previous Local Government experience (desirable).

Skills:

- Be self-motivated and work efficiently and responsibly under limited supervision.
- Ability to perform a variety of maintenance tasks.
- Ability to read plans and make decisions from the information set out on the plans.
- Sound IT skills, including the use of products within the Microsoft Office suite.
- Ability to evaluate, correlate and disseminate information.
- A high level of management, planning, organisation and prioritisation skills.
- Sound written and verbal communication skills - communication must be characterised by patience, clarity, empathy and understanding.

Knowledge:

- A general knowledge of CWMS operation and maintenance.
- A general knowledge of water supplies, operation and maintenance.
- A sound knowledge of plant and equipment capabilities associated with CWMS maintenance and operation.
- A general understanding of plumbing principles associated with CWMS.
- A general understanding of electrical principles relating to pumps, alarms, etc.
- An appreciation for the principles of waste disposal from shack communities and the mechanics of CWMS.
- Knowledge of customer service principles and practices.
- Knowledge of relevant safe work procedures.

- Knowledge of Local Government's role in the community and the inter-relationship with other spheres of Government.
- An understanding of and commitment to:
  - Equal Opportunity Policy and Procedures;
  - Human Resource Management Policy and Procedures; and
  - Work Health and Safety Policy and Procedures.

Attributes:

- Demonstration of a high level of positive personal attributes and/or ethics including:
  - Motivation;
  - Enthusiasm;
  - Commitment to professionalism;
  - Commitment to quality customer service;
  - Discretion, diplomacy and tact; and
  - Ability to maintain confidentiality.
- Facilitates collaborative relationships and partnerships.
- Fosters innovation and continuous improvement.
- Committed to equity, diversity and fair treatment.
- Focussed on achieving excellence in customer service.
- Work within established guidelines and procedures.
- Works effectively as part of a team.

Reporting Relationships:

- The Maintenance Officer CWMS reports to the Coordinator Infrastructure.
- The Maintenance Officer CWMS will act under the direction of the Team Leader Field Services Maintenance CWMS.

Special Conditions:

- The employee must always gain the approval of the Chief Executive Officer prior to engaging in paid work other than their Council position that conflicts or may conflict with their position with the Council, as required by the Contract of Employment.
- The employee is required to complete a confidential Conflict of Interest Disclosure Statement as soon as they become aware that they may have an actual or potential conflict of interest, ie when the employee has private interests which could improperly influence the performance of the duties and responsibilities associated with their position.
- The employee will be required to work outside normal hours and remain on-call when required, to ensure the efficient provision of operations for both CWMS and water supplies is maintained.

- Pursuant to the *Work Health and Safety Act 2012*, Council has a duty of care to ensure, so far as is reasonably practicable, the health and safety of its employees and minimise the risk of disease transmission in the workplace. Therefore, all employees working in high risk Category A Roles identified within clause 1.1 of Council's *Workplace Vaccination & Infectious Disease Policy* (except those employees with exemptions due to Medical Contraindications to stipulated mandatory Vaccinations, or who have completed a Worker Refusal of Mandatory Vaccinations declaration) will be required to provide sufficient evidence certifying that they have received the full complement of Hepatitis B and Tetanus Vaccinations, as guided by ATAGI and the Therapeutic Goods Administration.

Employee Obligations:

1. Work Health and Safety Responsibilities:

Employees:

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 WHS & Risk Management Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor work, health and safety within the area of responsibility.

As a legal obligation under the WHS Act, each employee must:

- 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 practicable, with any reasonable instruction that is given to ensure his or her safety.
- Comply with any reasonable WHS Policy or Procedure relevant to their work.
- Ensure that they are not under the influence of alcohol or a drug (including legal medications) that can impair their ability to carry out the role in a safe manner. There is a zero tolerance for any illicit/illegal drugs and alcohol whilst engaged by Council in this role.
- 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.
- Ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.
- It is expected that all Council employees are fit for the inherent job requirements and physical demands of their appointed position and will remain so during the course of their employment, in line with reasonable work, health and safety expectations and relevant policies and procedures.

- As an employee of Council, you have an obligation to report any health or safety issues so that early intervention can be engaged, leading to appropriate medical treatment, where required, and identification and provision of reasonable accommodations, where possible.

2. Code of Conduct:

In respect of personal conduct:

- Be ethical and conscientious in the performance of official duties and exercise care in the use of official information.
- Comply with Council's Code of Conduct Policy, Customer Service Charter, Service Standards and Guidelines.
- Exercise care in the use of Council equipment and facilities.
- Exercise courtesy, consideration and sensitivity in dealing with members of the community, residents, ratepayers and fellow employees.

3. Performance Standards:

Performance will be assessed on the following criteria:

- The efficient and timely completion, at the standard required, of all duties for which this position is responsible.
- Annual Performance Appraisal.
- The degree of customer service and good relations in dealing with residents/ratepayers requests and other employees.
- Abiding by Work Health and Safety requirements.
- Compliance with Council's Customer Service Charter, Service Standards and Guidelines.
- Compliance with Council Policies including, Equal Employment Opportunity and Human Resource Policies.
- Personal conduct and ethics.

4. Training:

- Undertake training and development courses, events and activities as required, to develop and maintain personal and professional knowledge and skills relevant to the role and Council.

5. Performance Reviews:

- All employees are required to participate in the regular review of their performance in accordance with the terms of their Employment Contract. Performance criteria will be based principally from the incumbent's responsibilities and obligations contained in this Position Description.

6. Records Management:

- Compliance with Council's Electronic Records Management Policy.

Review:

- This Position Description is subject to regular review and may be revised from time to time to meet operational requirements.

Incumbent: Signature:	 ……	Date commenced: Date:
This position is responsible to: Signature:	Coordinator Infrastructure ……	 Date:
Reviewed:		Date: 07/11/2025