



**BOURKE  
SHIRE  
COUNCIL**

# **JOB VACANCY**

## **WATER SERVICES OPERATOR**

### **THE JOB:**

To operate and maintain Council's water and waste water network and infrastructure, delivering safe and reliable water services to the community.

### **ABOUT US:**

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

### **IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:**

- Take pride in your work
- Enjoy being part of a team
- Can operate a backhoe, excavator, and front-end loader
- Have a Class MR Driver licence

### **THEN WE WILL OFFER YOU:**

- 9-day fortnight
- Annual salary \$58,047.60 - \$69,657.12 (gross) + Super
- Opportunity to learn new skills in a supportive environment
- 19.5 weeks long service leave after 10 year continuous service

**APPLICATIONS  
CLOSE 4:30pm,  
MONDAY,  
6 MAY 2024**

The Application Pack is on our website: [www.bourke.nsw.gov.au/council/positions-vacant](http://www.bourke.nsw.gov.au/council/positions-vacant).

### **LIKE MORE INFORMATION?**

Please contact  
Coordinator Water Service, Shane Hopley,  
on 02 6830 8000 or  
[jobs@bourke.nsw.gov.au](mailto:jobs@bourke.nsw.gov.au)

**Work in Bourke!**  
[www.visitbourke.com.au](http://www.visitbourke.com.au)





**BOURKE  
SHIRE  
COUNCIL**

29 Mitchell St, Bourke, N.S.W. 2840  
P.O. Box 21, Bourke, N.S.W. 2840  
Telephone (02)6830 8000  
Email: [bourkeshire@bourke.nsw.gov.au](mailto:bourkeshire@bourke.nsw.gov.au)  
Web: <http://www.bourke.nsw.gov.au>

<b>Position</b>	Water Services Operator
<b>Reports To</b>	Team Leader Water Services
<b>Department</b>	Works
<b>Band/Level</b>	Band 2 / Level 1
<b>Grade</b>	Grade 3
<b>Date Revised</b>	March 2024

This position description broadly describes the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

**Primary Purpose**

Operate and maintain Council's water and waste water network and infrastructure, delivering safe and reliable water services to the community.

**Council Values**

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness and Integrity guide the decisions, actions and conduct of all employees.

**Core Accountabilities**

- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.
- Undertake the safe operation of plant and equipment for the repairs and maintenance of Council's water and wastewater network.
- Undertake water main repair and maintenance, pipe laying, sewer chokes, sewer main repair/replacement and pump station maintenance.
- Undertake testing and sampling of water and wastewater in accordance with legislation, regulations and policies and procedures.
- Undertake regular maintenance of Council's public swimming pool.
- Identify, handle, and dispose of chemicals in a safe manner.
- Assist in plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance at treatment plants.
- Ensure that all works are completed in accordance with relevant specifications.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Undertake general labouring duties including but not limited to installation of safety signs and barriers, erection of erosion and sediment control, excavation and spreading of material, monitor and maintain worksites.
- Control traffic at worksites, including the placement of signs, lights, and barriers.
- Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, tyre replacement, fluid levels, cleaning, lubrication and greasing, and advising repair and maintenance needs to the workshop.

- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager/ Supervisor, which are within his/her skills, competence and training.

The employee is to comply with the organisation's Code of Conduct, policies, and procedures (as varied from time to time) and undertake training and development where it improves the employee's capability and capacity to undertake the inherent requirements of the role to the standard expected by Council.





### **Essential Criteria**

1. Certificate III Water Treatment Operations, or willingness to obtain the qualification as a condition of employment.
2. Demonstrated experience as a plumbing trades assistant or similar role, or experience maintaining water or wastewater networks.
3. WHS General Construction Induction card.
4. Proven commitment to work as a member of a team and contribute to team goals.
5. Demonstrated understanding of customer service, including awareness of cultural diversity.
6. MR licence (manual).
7. Available to participate in the on-call roster and undertake call out work.

### **Desirable Criteria**

1. Traffic Controller certification.
2. Experience operating backhoes, skid steers and similar plant.
3. Basic experience with Microsoft Word, Outlook and Excel.

## Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Intermediate
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational

Date:

Agreed:

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Employee Name

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Employee Signature

# APPLICATION FORM

## Water Operator - Water Services

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

(If you have a resume, please include it with the application form)

**Please answer the following questions.**

1. What experience do you have in water and waste water?

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2. What skills do you have that match this job?

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3. How do you make sure you keep yourself and other safe at work?

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**Put a tick in the box if you have the following and make sure you include a copy of your ticket or licence with your application.**

<input type="checkbox"/>	Trades qualified Plumber, OR	<b>Essential</b>
<input type="checkbox"/>	Journeyman Plumber (willing to obtain qualification as a condition of employment)	
<input type="checkbox"/>	MR Driver Licence	<b>Essential</b>
<input type="checkbox"/>	Construction Induction (White) Card	<b>Essential</b>
<input type="checkbox"/>	Available to work on the on-call roster	<b>Essential</b>
<input type="checkbox"/>	Traffic Controller certification	
	Experience with: <input type="checkbox"/> Backhoe <input type="checkbox"/> Skidsteer <input type="checkbox"/> Other plan (please list)	
<input type="checkbox"/>	MR Driver Licence (manual)	Desirable

**Give us the name and contact details for 2 work referees**

**Referee 1**

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Referee 2**

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Submit your application**

Mark your application "Attention HR Manager" and submit it by:

1. Emailing it: [jobs@bourke.nsw.gov.au](mailto:jobs@bourke.nsw.gov.au)
2. Posting it: Bourke Shire Council, PO Box 21 Bourke NSW 2840
3. Delivering it: 29 Mitchell Street Bourke NSW 2840