

# BUSSELTON WATER POSITION DESCRIPTION



Position Title	Water Industry Worker
Division	Distribution
Location	Plant 2
Present Occupant	Vacant
Line Manager	Supervisor Distribution
Permanent Appointment?	Yes
Classification	Water Industry Worker Level 2
Full Time or Part Time	Full Time

## **1. POSITION OBJECTIVES**

### **1.1 OBJECTIVES OF POSITION**

- Constructs and maintains water supply network assets in accordance with standards detailed in the document “National Water Industry Competency Standards for Busselton Water”.
- Maintain water reticulation systems in optimum working condition.
- Provide a rapid response to service emergencies and customer reported faults.
- May assist with works on Treatment Plants within the skills and competencies of the operator.
- Provide after hours service in accordance with the Board's on-call roster.

### **1.2 WITHIN SECTION**

- Provide skills for installation and upgrade of water related assets.

### **1.3 WITHIN ORGANISATION**

- Work in a team environment under the direction of Supervisor-Distribution.

## **2. REQUIREMENTS OF JOB**

### **2.1 SKILLS**

- Competency in the operation of small tools and plant
- General computer skills
- Ability to work within a team environment and to lead small work teams

### **2.2 KNOWLEDGE**

- A knowledge of water reticulation systems
- Working knowledge of the Occupational Health and Safety Act and Regulations
- Working knowledge of GIS and Supervisory Control and Data Acquisition

### **2.3 EXPERIENCE - ESSENTIAL**

- Experience in the construction, operation and maintenance of Water Reticulation Assets
- Pipe laying experience
- Physical fitness and ability to undertake manual handling tasks
- Willingness to participate in After Hours Roster requirements
- Good communication and interpersonal skills
- Ability to work as part of a team
- Ability to work alone as required
- Ability to deal with customers and build relationships with work colleagues

### **2.4 EXPERIENCE - DESIRABLE**

- Experience in dealing with customers
- Progress towards Certificate II or Certificate III in water industry operations
- Experience and competence in trenching and confined space entry
- Ability to perform on the job risk assessment
- Knowledge of Occupation Safety and Health Act and Regulations
- Confined Space Entry, SCBA and gas monitoring certification
- Working knowledge of maintenance management systems

### **2.5 QUALIFICATIONS AND/OR TRAINING**

- “C” Class drivers licence
- “HR” licence or an undertaking to acquire a HR licence within 6 months
- Progress towards Certificate II or Certificate III Construction and Maintenance. The successful applicant will be expected to complete this qualification within two years of appointment

### **3. KEY DUTIES/RESPONSIBILITIES**

- Liaise with customers, authorities and the public in relation to scheduled and unscheduled works including service faults, complaints and preventative maintenance
- Construct and maintain water distribution assets
- Assist in the improvement of procedures for enhanced service delivery within operational area
- Participate in after hour’s duties and callouts as required
- Assist with operations and maintenance tasks in the water treatment area.

### **4. ORGANISATIONAL RELATIONSHIPS**

4.1 RESPONSIBLE TO  
Supervisor Distribution

4.2 DIRECTION OF  
Nil

4.3 INTERNAL  
Busselton Water Staff

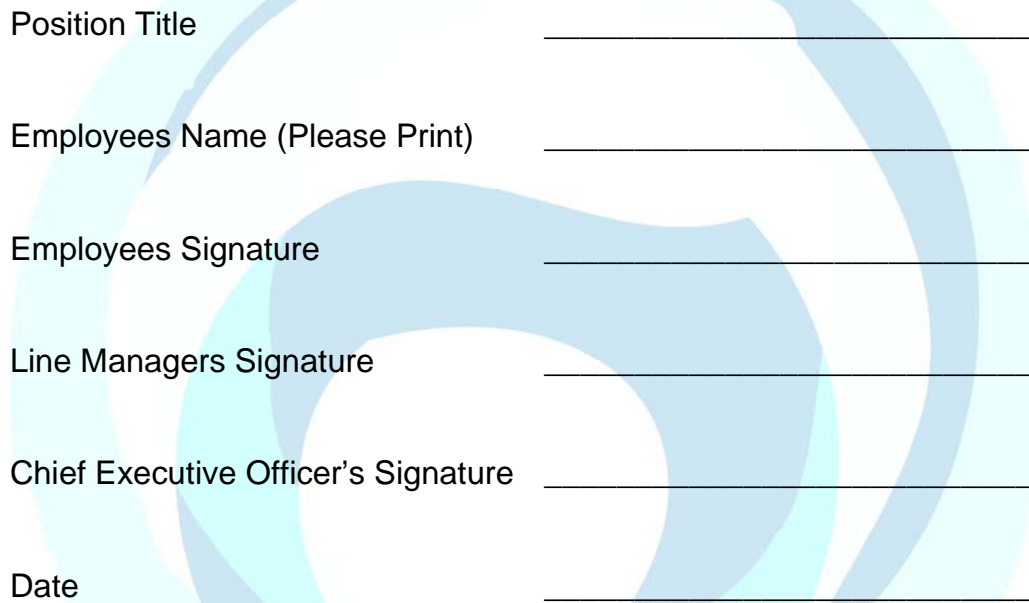
4.4 EXTERNAL  
General public  
Other utility providers  
Customers  
Contractors

### **5. EXTENT OF AUTHORITY**

- The position operates under the general direction of the Leading Hand Construction and Maintenance within established work practices and procedures. The position is authorised
- Enter upon land pursuant to sections 68 and 70 of the Water Boards Act

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## Employee Acceptance Sheet



Position Title \_\_\_\_\_

Employees Name (Please Print) \_\_\_\_\_

Employees Signature \_\_\_\_\_

Line Managers Signature \_\_\_\_\_

Chief Executive Officer's Signature \_\_\_\_\_

Date \_\_\_\_\_