

# JOB DESCRIPTION



<b>Position:</b>	<b>3 Waters network operator</b>
<b>Held by:</b>	<b>vacant</b>
<b>Reports to:</b>	<b>3 Waters Supervisor</b>
<b>Date:</b>	<b>March 2019</b>
<b>Hours:</b>	<b>Full-time, 40 hours per week, 8.00am until 5.00pm, Monday-Friday, plus overtime and call out duties as required.</b>

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## **Position description**

*To assist with the maintenance and operation of treatment plants, pump stations, reticulation and other associated infrastructure required to provide an effective drinking water supply and wastewater and stormwater drainage system within the Gore District.*

## **Key tasks**

- Action customer service requests quickly and return completed request promptly to the 3 Waters Supervisor with appropriate written feedback.
- Carry out repairs and general maintenance on the Council's water supply, wastewater and stormwater networks and associated infrastructure to a high standard, and in a timely and efficient manner.
- Assist in the efficient and effective operation of water treatment and sewage treatment plants, pumping stations and reticulation networks.
- Identify and report serious faults and report promptly to the 3 Waters Supervisor.
- Recommend and carry out maintenance tasks as required.
- Assist with carrying out compliance tasks associated with the Council's resource consents.
- Be available and able to reside in the Gore District for call out duties on a rostered basis.
- Evaluate and respond to emergency call-outs.
- Monitor, evaluate and respond to alarms from the Council's telemetry system.
- Ensure plant rooms, vehicles and tools are left in a clean and tidy state ready for next use.
- Communicate with the public in a manner that promotes a friendly and customer-oriented image of the Gore District Council.

- Take responsibility as a member of a team and contribute to the overall performance, harmony and morale of that team.
- Other duties that may be assigned by the 3 Waters Supervisor from time to time.

### **Key attributes**

#### **Training and experience required**

***(NB we are open to considering applicants with all levels of experience and will provide the required training for the right candidate)***

- Proven experience in the construction and maintenance of water supply and wastewater reticulation networks and components
- A relevant qualification in the construction and/or maintenance of water infrastructure is preferred but not deemed essential, the Council will consider providing training to the right candidate.
- Traffic management and health and safety skills
- A clean and current driver's licence with heavy vehicle endorsement.

#### **Personal attributes**

- Possess good verbal communication skills
- Have the ability to form effective working relationships.
- Be able to work as part of a team as well as the ability to work independently with minimal supervision.
- Good organisational skills.
- Flexibility to embrace change and undertake other duties assigned.
- Show a high level of personal and professional integrity.
- Be prepared to provide a high level of internal and external customer service.
- Display motivation, energy and enthusiasm for the role.
- Be committed to improving the level of personal performance.
- Use initiative.

#### **Functional relationships**

##### **Internal**

- 3 Waters Supervisor
- Other 3 Waters field team members
- Other Council management and staff

##### **External**

- Ratepayers and members of the public
- Ministry of Health
- Southland Regional Council (Environment Southland)
- Contractors and consultants

## **Occupational health and safety**

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

## **Confidentiality**

The employee shall, during the time of their employment and after termination of employment, keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Council concerning any members, staff or customers of the Council.

## **KiwiSaver**

If eligible, the Council makes a matching employer contribution of either 3% or 4% to any approved KiwiSaver scheme.

**Civil Defence duties**

All Council staff may be required to undertake civil defence duties in the event of an emergency. Training will be given as appropriate.

**Property**

Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Council before a final pay will be settled.

**Other**

The Gore District Council takes great pride in the quality and safety of its work and its people. We offer competitive remuneration and focus on developing employees - advancing skills, qualifications and experience.

We offer a collegial and flexible working environment, which includes an emphasis on training, development and an accent on humour.

Good support systems will be put in place for ensuring the successful candidate becomes proficient as quickly as possible.