



APPLICANT INFORMATION PACKAGE

WATER NETWORK OPERATOR – BLAYNEY

Central Tablelands Water provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

We currently have the following position available located in the Blayney area:

- Water Network Operator – Full time salary range \$947 - \$1,146 gross per week, plus applicable allowances).
- This position requires the successful applicant to undertake On Call duties under a Roster System (On Call allowance @ \$207.00 /week).
- A vehicle for commuter use between home and work will be provided if residing within 60km of the Blayney Post Office.
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- For more information about the position and how to apply go to <https://www.ctw.nsw.gov.au/about-us/employment/> or contact the Water Network Manager, Cameron Townsend during business hours on 02 6391 7200 or email: ctownsend@ctw.nsw.gov.au

Applications close at 5pm Thursday 14 December 2023.

ABOUT THE COUNCIL

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong. The Council currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water County Council has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

Our Vision:

An independent Regional Water Authority providing a quality water supply - reliably and sustainably

Our Values:

We value our:

- Customers
- Independence, sustainability, efficiency and innovation
- Skilled and capable workforce in delivering an essential service
- Role as a regional collaborative partner and leader

ABOUT THE POSITION

The position of Water Network Operator is an operational position, to support the current workforce based in Blayney. The Water Network Operator reports directly to the Water Network Manager.

The primary purpose of the position is to undertake a range of activities associated with the installation, operation, maintenance, repair, expansion, and relocation of water distribution facilities by performing the required duties either personally or as part of a team.

The position also requires participation in an on-call roster, for which a weekly allowance will be paid, whilst on-call.

EMPLOYMENT

Employees of Central Tablelands Water are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. These conditions can be explained in more detail at the interview. For full time positions, employees work a 9-day fortnight. (1 RDO each 10 working days).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for the position. The CTW Salary system provides for a 7-step salary progression matrix and employees can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

The Water Network Operator position has a 13 week probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant will be required to undertake a full medical assessment prior to commencement with Council. Uniforms and personal protective apparel will be provided to the successful applicant.

HOW TO APPLY

In applying for the position, your application should include the following:

- a covering letter specifying the position you have applied for and outlining why you are the most suitable person for the role.
- a copy of your resume, including 2-3 referees (preferably they can confirm your skills to undertake the position).
- a document outlining how you are able to satisfy each of the essential and desirable criteria outlined in the position description below.
- ensure that your contact details are included in your resume (both mobile and email).

LOADING YOUR APPLICATION:

Your application should be saved as a pdf document and emailed to the contact officer Water Network Manager, Cameron Townsend at ctownsend@ctw.nsw.gov.au. If you would like to discuss your application or have any questions regarding the position, please email the contact officer or phone 02 6391 7200.

Applications close at **5pm Thursday 14 December 2023**.

SELECTION PROCESS:

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a short list will be determined. If you are successful in being shortlisted, you will be contacted by phone and email to offer you an interview.

The interviews are scheduled to take place in the week **commencing 18 December 2023** and will be held at the CTW Administration Office, Blayney.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you a bit more. It is your opportunity to demonstrate your suitability for the position. You will also have the opportunity to ask any questions regarding the position as well.

SELECTION

Once the panel has interviewed all the shortlisted applicants, they will make a recommendation on which applicant should be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

CONFIDENTIALITY

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Position Description – Network Operator - Blayney

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|------------------------------------|-----------------------------------|
| Directorate | Operations and Technical Services |
| Location | Blayney |
| Classification/Grade/Band | Grade 2 |
| Date position description reviewed | 1 February 2023 |

Council overview

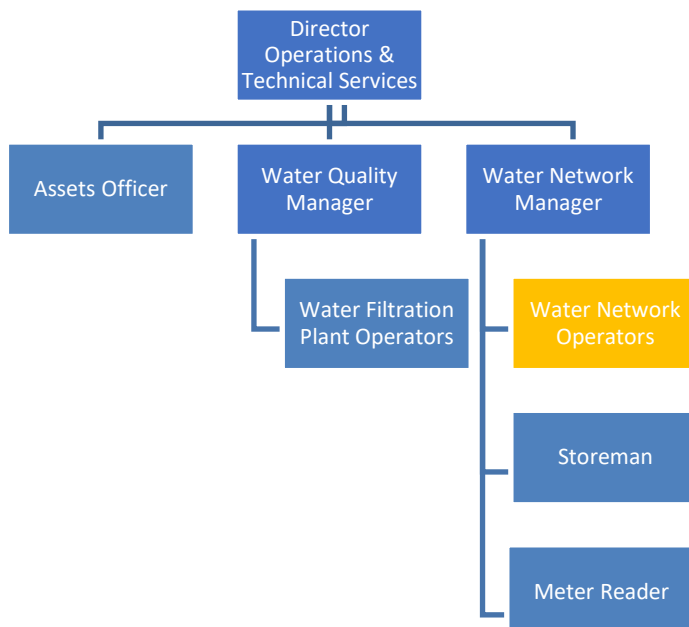
Central Tablelands Water is a County Council providing drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Primary purpose of the position

Undertake a range of activities associated with the installation, operation, maintenance, repair, expansion, and relocation of water distribution facilities by performing the required duties either individually or as part of a team.

The position requires participation in an on-call roster, for which a weekly allowance will be paid whilst on-call.

Reporting Structure



Key accountabilities

1. Maintain trunk and reticulation mains.
2. Maintain hydrants, valves and other appurtenances.
3. Maintain individual property services.
4. Install new water mains and property services.
5. Maintain and operate facilities, including reservoirs, pumps, and pump stations.
6. Check and record data associated with CTW's water distribution facilities.
7. Complete all relevant plant, stores and job costing documentation.
8. Maintain machinery, plant and tools.
9. Provide assistance and instruction to other employees.
10. Adhere to Work Health and Safety policies and procedures.
11. Perform other duties as directed, commensurate with level of responsibility and skills.
12. Undertake meter reading to ensure that an accurate record of customer usage is obtained.
13. Assess and improve work practices and procedures on a continuous basis to achieve or exceed CTW strategic goals.
14. Demonstrate and promote a positive and ethical workplace culture and commit to applying CTW's values, policies and procedures at all times.

Essential criteria

1. Higher School Certificate or equivalent.
2. Six months to twelve months related experience and/or training; or equivalent combination of education and experience.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Ability to write routine reports and correspondence.
5. Ability to communicate effectively with customers, contractors and work colleagues.
6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
7. Ability to compute rate, ratio, and percent and to draw and interpret basic graphs and diagrams.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
9. Ability to problem solve involving dealing with many variables in standardised situations.
10. Current NSW Class C Driver Licence.





Desirable criteria

1. Experience in maintaining and repairing water distribution facilities.
2. Construction Industry White Card.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework | | |
|---|-------------------------------------|--------------|
| Capability Group | Capability Name | Level |
|  Personal attributes | Manage Self | Foundational |
| | Display Resilience and Adaptability | Foundational |
| | Act with Integrity | Foundational |
| | Demonstrate Accountability | Foundational |
|  Relationships | Communicate and Engage | Foundational |
| | Community and Customer Focus | Foundational |
| | Work Collaboratively | Foundational |
| | Influence and Negotiate | Foundational |
|  Results | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Intermediate |
| | Create and Innovate | Foundational |
| | Deliver Results | Foundational |
|  Resources | Finance | Foundational |
| | Assets and Tools | Intermediate |
| | Technology and Information | Intermediate |
| | Procurement and Contracts | Intermediate |