



**Central
Tablelands
Water**

Network Operator, Grenfell



Lake Rowlands

Acknowledgement of Country

Central Tablelands Water is situated within the traditional lands of the Wiradjuri Nation.

We acknowledge the traditional custodianship of these lands and pay our respect to the Wiradjuri people for their care and stewardship of these lands for more than 40,000 years and to the Elders of the Wiradjuri Nation, past, present, and emerging.



Contents

Acknowledgement of Country	2
Message from the General Manager, Charlie Harris	4
About Central Tablelands Water	5
Our Councillors	6
About the Role	7
Position Description	9

Message from the General Manager, Charlie Harris

Grenfell is located around 370km west of Sydney and approximately 226km northwest of Canberra, nestled in the beautiful Central West region of New South Wales. The surrounding landscape is scenic and inviting, offering an appealing blend of relaxed country living with convenient access to key regional centres. Set against the striking backdrop of the Weddin Mountains, the area provides a warm, welcoming community and a lifestyle enriched by heritage, nature, and modern amenities.

Central Tablelands Water is one of four water County Councils in New South Wales. It provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Central Tablelands Water offers career opportunities ranging from field water operators, technical roles, and corporate roles to support our communities.

Employment options at Central Tablelands Water offers the opportunity to thrive in a career that suits your interests and merges seamlessly with your lifestyle. Offering flexible work hours, family leave, rostered days off, and job share arrangements, a career at Central Tablelands Water has many benefits.

If you are someone who thrives in an environment where you can create tangible results, where creativity and strategic thinking are celebrated, and where you can find true satisfaction and enjoyment in your work, we want to hear from you.



About Central Tablelands Water

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

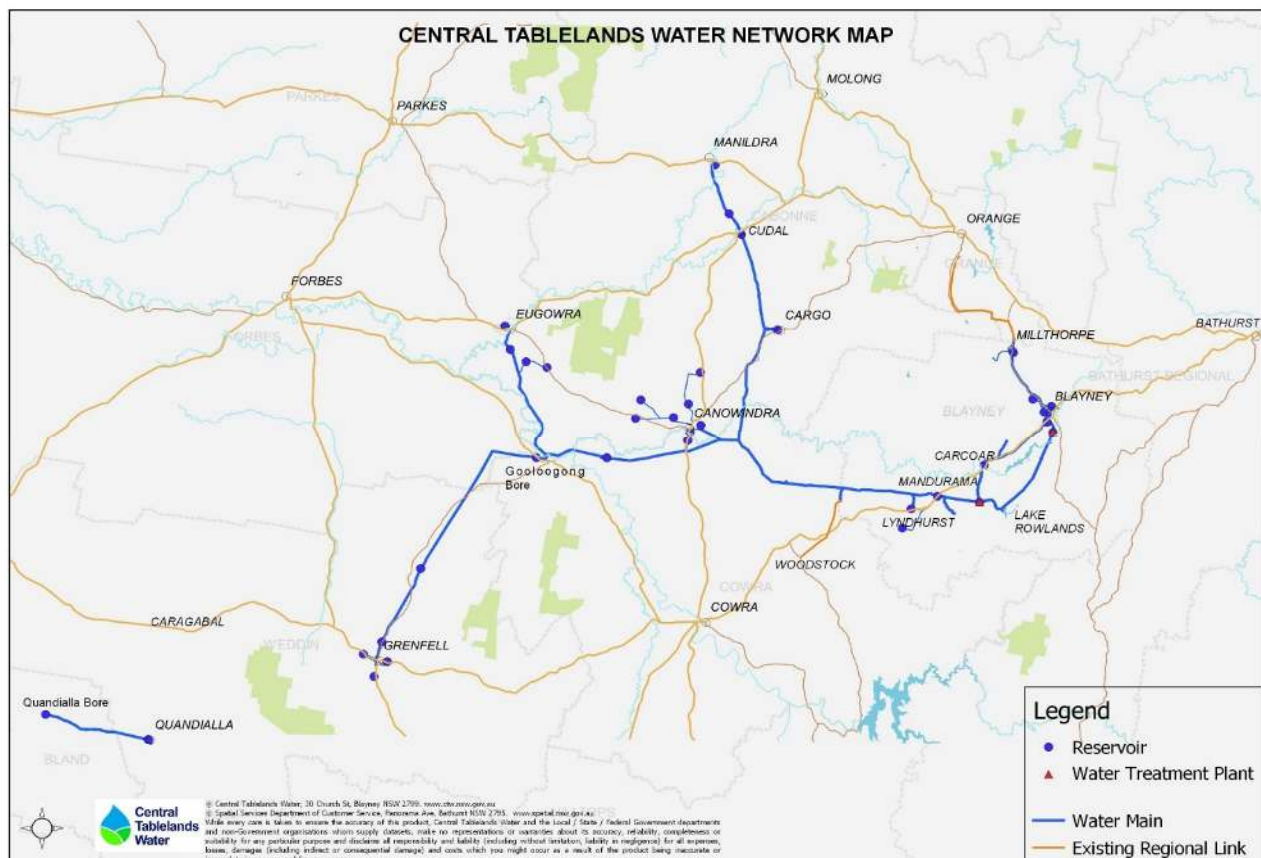
First proclaimed in 1944, today the county embraces the Shires of Blayney, Cabonne, and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council, to service rural consumers and villages of Woodstock and Gooloogong. The Council currently has approximately 6,200 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water 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.

MISSION: To supply quality, affordable drinking water to our customers, in collaboration with our constituent councils.

VISION: As a regional leader and provider, to achieve excellence in water supply, now and into the future.

VALUES: Central Tablelands Water values our customers, our workforce, and our regional partners. We provide our water supply valuing sustainability, quality, efficiency, equity, and innovation.



Our Executive Team and Councillors

Central Tablelands Water is a constituency of three (3) local government areas: Blayney, Cabonne and Weddin. The Board of CTW comprises two (2) delegates each elected by their constituent council for a four-year term. This current term runs from the election held in September 2024 to September 2028.

Our Executive Team

The current Executive Management Team are:

Charlie Harris
General Manager



Lynette Safranek
Executive Manager Corporate Services



Claire Wright
Executive Management Accountant



Vacant
Executive Manager Operations & Technical Services

Our Councillors

The current CTW Board Members are:

Cabonne Shire Council



Councillor Margaret Nield

Blayney Shire Council



Councillor Andrew Rossiter



Councillor David Thompson



Councillor John Hinchey

Weddin Shire Council



Councillor Paul O'Connell



Councillor Joan Perle

About the Role

The position of Network Operator is an operational position, based in Grenfell. The 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.

The position is based in Grenfell but may require travel within the Central Tablelands Water area of operations on occasion.

Why join the Central Tablelands Water Team?

We are proud of the culture we have cultivated — one built on integrity, collaboration, and growth.

We believe that work should be enjoyable and fulfilling. We foster a workplace where satisfaction and enjoyment are integral to our daily operations. Our team members find personal satisfaction in their work, knowing that their contributions are valued and that they are making a real difference in our communities.

What's on Offer

- The position is located in Grenfell.
- Salary range between \$62,625.47 - \$75,777.23 per year, plus allowances
- On Call duties under a Roster System, with an allowance of \$216 per week, while on-call
- A vehicle for use between home and work, if residing within 45km of Grenfell Office
- Standard hours will be 38 hours per week, with a 9-day fortnight for flexibility and work/life balance.
- 15 days sick leave and 4 weeks annual leave.
- Ongoing training opportunities.

The Water Network Operator position has a 3-month 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 an employment offer being provided.

A uniform and personal protective equipment 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
- 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).

LODGING YOUR APPLICATION

Your application should be saved as a pdf document and emailed to hr@ctw.nsw.gov.au

If you would like to discuss your application or have any questions regarding the position, please contact Council's Executive Manager Corporate Services during business hours on 6391 7200 or email hr@ctw.nsw.gov.au.

Applications close at 5.00pm on 30 January 2026.

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 on Friday 6 February, at the Weddin Shire Council, 73 Camp Street, Grenfell.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The selection 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.

For more information, go to Council's website at www.ctw.nsw.gov.au/aboutus/employment/ or contact the Executive Manager Corporate Services during business hours on [6391 7200](tel:63917200) or email to hr@ctw.nsw.gov.au.

Applications close at 5.00pm on Friday, 30 January 2026

POSITION DESCRIPTION

Position Title	Network Operator
Organisational Team	Operations
Location	Grenfell
Reports to	Water Network Manager
Direct Reports	Nil
Employment Status	Fulltime – 38 hours per week
Classification/Grade/Band	Grade 2: \$62,625 - \$75,777 per year, plus allowances

Position Statement

This position undertakes 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, with a weekly allowance while on-call.

Central Tablelands Water - Purpose

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

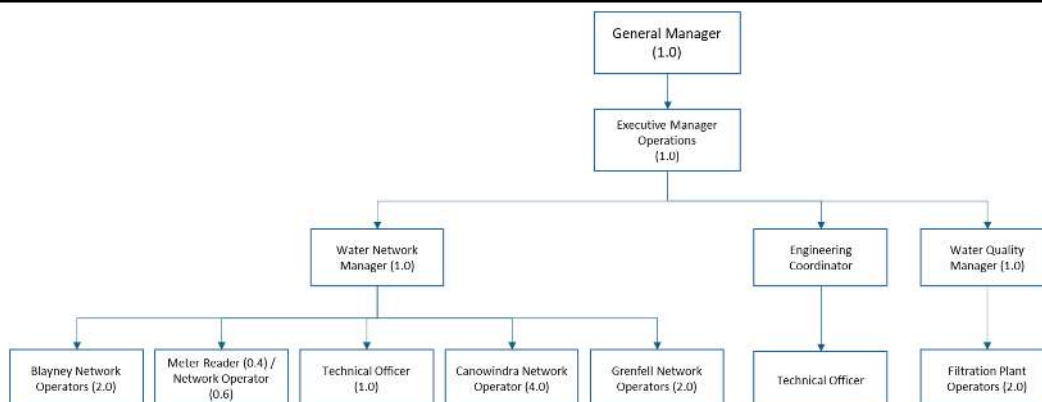
Central Tablelands – Mission, Vision, Values

Mission To supply quality, affordable drinking water to our customers, in collaboration with our constituent councils.

Vision As a regional leader and provider, to achieve excellence in water supply, now and into the future.

Values Central Tablelands Water values our customers, our workforce and our regional partners. We provide our water supply valuing - sustainability, quality, efficiency, equity and innovation.

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, vehicles 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.
15. Be responsible for preventing, detecting and reporting incidents of fraud and unethical behaviour.

Essential Criteria

1. Minimum 2 years related experience in a related field.
2. Ability to read water meters and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to communicate effectively with customers, contractors, and work colleagues.
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
6. Ability to compute rate, ratio, and percent and to draw and interpret basic graphs and diagrams.
7. Ability to apply common sense understanding to carry out instructions provided in written, oral, or illustrative form.
8. Ability to problem solve.
9. Current NSW Class C Driver Licence.

Desirable Criteria

1. Experience in maintaining and repairing water distribution facilities.
2. Current medium ridge truck licence.

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.

POSITION DESCRIPTION

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