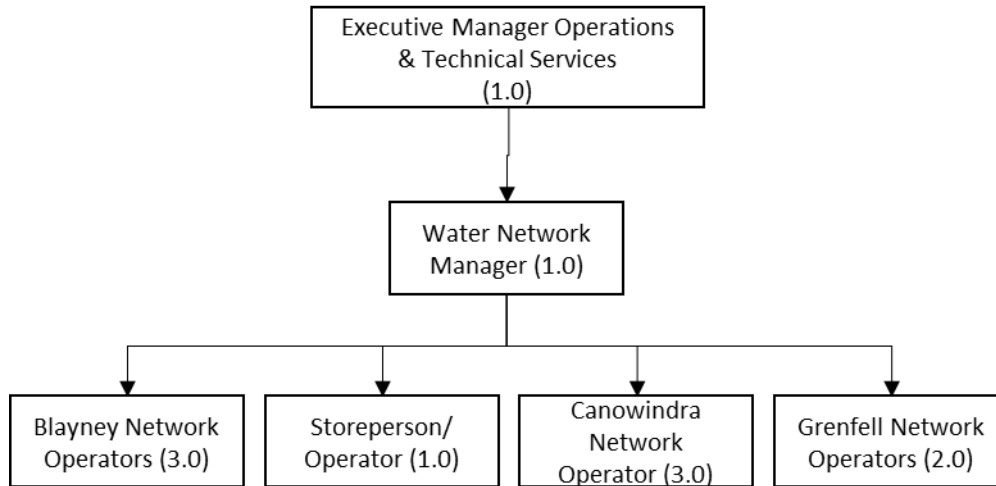


POSITION DESCRIPTION

Position Title	Network Operator
Organisational Team	Operations and Technical Services
Location	Blayney
Reports to	Water Network Manager
Direct Reports	Nil
Employment Status	Fulltime
Classification/Grade/Band	Grade 2
Position Statement	
The Network Operator undertakes routine operational, maintenance and installation activities across CTW's water distribution network to support the safe, reliable and efficient delivery of water services to customers. The role maintains network assets, records operational information, completes required documentation and carries out field-based duties in accordance with CTW's policies, procedures and Work Health and Safety requirements.	
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 across our region, 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.
Team Charter	
• We champion Central Tablelands Water's Mission, Vision & Values. • We proactively engage in activities that bring to life Central Tablelands Water's strategic intent and strategy. • We are open, honest, humble and professional in our dealings with all stakeholders. • We collaborate, respect, trust and support each other. • We honour our commitments and hold each other accountable for results.	
Personal Behavioural Competencies	
• Demonstrates ability to lead & mentor staff and encourage a positive working culture. • Demonstrates honesty, integrity, humility and respectful behaviours towards others. • Demonstrates appropriate behaviours in the workplace in line with Central Tablelands Water's Code of Conduct & Team Charter. • Demonstrates ownership of their key responsibilities, and accepting feedback and direction in a fair, reasonable and cooperative manner. • Demonstrates initiative and a willingness to put forward ideas along with displaying a personal interest toward improving the way key responsibilities 'could' be achieved. • Possesses appropriate skills and emotional intelligence to resolve working relationship issues should they arise. • Demonstrates adaptability and resilience to cope with change. • Demonstrates a Safety Leadership mindset.	

Reporting Structure



Key Responsibilities

- Maintain trunk and reticulation water mains in accordance with relevant procedures and directions.
- Maintain hydrants, valves and other water network appurtenances.
- Maintain individual property water services.
- Install new water mains and property services as directed.
- Maintain and operate water distribution facilities, including reservoirs, pumps and pump stations.
- Check, record and report data associated with CTW's water distribution facilities.
- Complete relevant plant, stores, job-costing and operational documentation accurately and in a timely manner.
- Machinery, plant, vehicles, tools and equipment in a safe and serviceable condition.
- Provide practical assistance and task-based instruction to other employees, where required.
- Comply with Work Health and Safety policies, procedures and safe work practices.
- Undertake meter reading activities to support accurate recording of customer water usage.
- Assess and improve work practices and procedures on a continuous basis to support the achievement of CTW's strategic goals.
- Demonstrate and promote a positive, respectful and ethical workplace culture, and apply CTW's values, policies and procedures at all times.
- Take responsibility for preventing, detecting and reporting suspected fraud, corruption or unethical behaviour.
- Perform other duties as directed that are consistent with the position's level of responsibility, skills and experience.

Essential Criteria

- Higher School Certificate, or equivalent qualification.
- 6 to 12 months' relevant experience and/or training, or an equivalent combination of education and experience.
- Ability to read water meters and interpret relevant documents, including safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to prepare routine reports, records and correspondence.
- Ability to communicate effectively with customers, contractors and work colleagues.
- Ability to perform basic calculations, including addition, subtraction, multiplication and division, using whole numbers, common fractions and decimals.

POSITION DESCRIPTION

Essential Criteria (Continued)

- Ability to calculate rates, ratios and percentages, and to read and interpret basic graphs and diagrams.
- Ability to apply practical judgement and common sense when carrying out instructions provided in written, verbal or diagrammatic form.
- Ability to solve routine problems involving a range of variables in standardised work situations.
- Basic ability to use smart devices, including mobile phones and tablets/iPads, to send emails and text messages, enter data, and use position-related applications or software.
- Current NSW Class C Driver Licence.

Desirable Criteria

- Experience in maintaining and repairing water distribution facilities.
- Experience in operating and maintaining small plant, tools and equipment used in water network maintenance activities.
- Relevant tickets or training applicable to field-based water network work, such as Work Health and Safety Construction Induction, Traffic Control, Confined Space Entry, or First Aid.
- Experience using electronic systems or mobile applications to record field data, complete work orders, enter meter readings, or update maintenance records.

Performance Metrics and Success Criteria

Benefits:

- Collaboration: Effective and engaged teams provide an efficient and quality workplace
- Improved Focus: The set time frame and clear goals help prioritise tasks and eliminate distractions.
- Motivation: The measurable timeline creates a sense of accomplishment.
- Adaptability: The quarterly reporting encourages frequent evaluation, allowing for flexibility and quick adjustments.

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	Foundation
	Display Resilience and Adaptability	Foundation
	Act with Integrity	Foundation
	Demonstrate Accountability	Foundation
 Relationships	Communicate and Engage	Foundation
	Community and Customer Focus	Foundation
	Work Collaboratively	Foundation
	Influence and Negotiate	Foundation
 Results	Plan and Prioritise	Foundation
	Think and Solve Problems	Foundation
	Create and Innovate	Foundation
	Deliver Results	Foundation
 Resources	Finance	Foundation
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Acknowledgement of the Position Description

This Position Description reflects the position at the present time only and may be updated to suit the needs of the organisation from time to time. Please refer to your employment contract for reference.

Acting General Manager Signature			
Name	Lynette Safranek	Date	23/06/2026