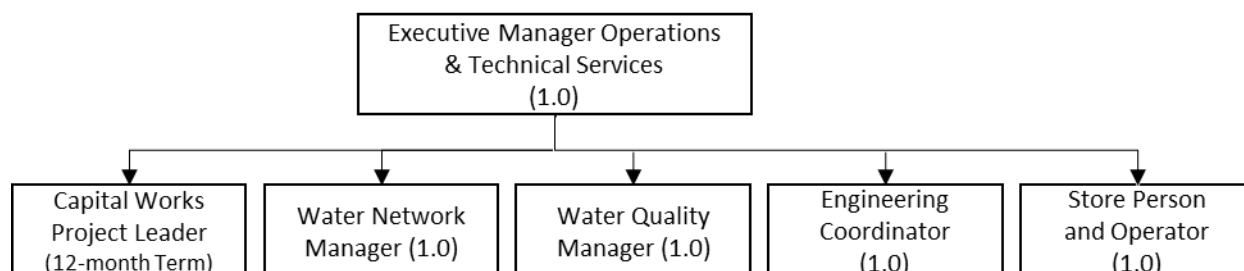


POSITION DESCRIPTION

Position Title	Store Person and Operator
Organisational Team	Operations and Technical Services
Location	Blayney
Reports to	Executive Manager Operations and Technical Services
Direct Reports	Nil
Employment Status	Fulltime
Classification/Grade/Band	Grade 2
Position Statement	
The Store Person and Operator is responsible for: - A range of activities associated with procuring, receiving, distributing, recording, and maintaining all store materials. - Undertake a range of activities associated with the installation, operation, maintenance, repair, expansion, and relocation of water distribution and quality treatment, by performing required duties individually or as part of a team.	
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 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.	

POSITION DESCRIPTION

Reporting Structure



Key Responsibilities

Store

- Receive, inspect, unload, store, and distribute materials, equipment, and supplies in accordance with Council procedures.
- Maintain accurate inventory records, including stock movements, usage, receipts, and distribution through manual and electronic systems.
- Procure materials, parts, and consumables in accordance with approved procurement policies and delegations.
- Monitor stock levels, conduct stocktakes, reconcile discrepancies, and recommend replenishment to meet operational requirements.
- Coordinate deliveries and verify supporting documentation against purchase orders and invoices.
- Maintain the CTW Store and all storage areas in a safe, secure, clean, orderly, and efficient condition, ensuring stock is appropriately procured, receipted, recorded, stored, and distributed.

Network

- Assist with maintenance and repair of trunk and reticulation water mains, property water services, hydrants, valves, and associated network infrastructure.
- Assist with installation of new water mains, property services, and other water network assets as directed.
- Assist to operate, maintain, and monitor water distribution facilities, including reservoirs, pumps, pump stations, and treatment equipment.
- Collect, record, and report operational data associated with the water distribution network and facilities as required.
- Safely operate plant, equipment, tools, and vehicles to undertake scheduled and reactive maintenance activities.
- Participate in meter reading activities and after-hours on-call rosters to support customer service and emergency response requirements.

Water Quality

- Assist with operating CTW's water filtration facilities to support the required water quality standards.
- Assist in maintaining pumps, chemical dosing equipment and other facilities associated with water filtration plants.
- Assist with testing water to confirm compliance with relevant standards and maintain required records as instructed.
- Assist with carrying out foreshore maintenance activities at Lake Rowlands, as required.

Safety and Teamwork

- Comply with all Work Health and Safety (WHS) requirements, policies, procedures, and safe work practices.
- Work independently or collaboratively as part of a team to achieve operational objectives and service levels.
- Participate in training and development activities to maintain required licences, competencies, and certifications.
- Provide excellent customer service when interacting with stakeholders, suppliers, contractors, and members of the public.
- 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.

POSITION DESCRIPTION

Essential Criteria

- A minimum of 5 years' experience in stores, warehousing, inventory control or a related operational environment.
- Experience operating plant, equipment and tools safely.
- Basic computer skills for inventory, purchasing and operational records.
- Ability to perform manual handling and physically demanding tasks.
- Class C Driver's licence with a safe driving record.

Desirable Criteria

- White Card for construction.
- Experience in water operations.
- Forklift Licence (LF).
- Excavator, loader or other relevant plant operator tickets.
- Confined Space and Working at Heights certifications.

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

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.

Employee Signature			
Name		Date	
General Manager Signature			
Name		Date	