

**WEST ARNHEM**

REGIONAL COUNCIL

# POSITION DESCRIPTION

Position Title	Utilities Support Contact Operator (Minjilang)		
Location	Minjilang	Department	Community and Council Services
Classification	Level 6	Position Type	Permanent - Full time
Position Number	TBA	PD Number	TBA
Reports to	CSM Minjilang	Reports to	Contracts Coordinator
Reportees Roles	USC Officer(s) Minjilang		
Coverage	Local Government Industry Award 2020		
Approved By	Chief Executive Officer	Date	28/01/2025

## Position Objectives

- 1 To ensure the safe and uninterrupted supply of power, water, and sewerage services to the community, in accordance with the responsibilities outlined in the Utilities Support Contract Procedure, and
- 2 To ensure that Aerodrome Reporting Officer duties are carried out as per the specified requirements.

## Key Responsibilities

### 1. Underpinning Knowledge

- 1.1. Understand and know how to meet the obligations and Key Performance Indicators of the Power and Water Corporation Utilities Support Contract period contract (Contract)
- 1.2. Understand what is required of the Aerodrome Reporting Contract and responsibilities and how to meet those requirements.

### 2. Power and Water Corporation (PWC)

- 2.1. Ensure that all PWC facilities are in good working condition and able to supply power, water and sewerage services to the community.
- 2.2. Undertake all the daily, weekly, monthly, quarterly and six-monthly duties as described in the Utilities Support Contract Procedure.
- 2.3. Participate in an on-call roster and being available 24 hours a day, on standby, to promptly respond to breakdowns and emergency faults when scheduled.
- 2.4. Ensure the housekeeping and grounds maintenance is conducted and adhered to as per the contract/manual.
- 2.5. Respond to and undertaking works as instructed by a delegated Power Water Corporation representative and approved by Council; and/or by a Service request.
- 2.6. Manage the water reticulation/leak issues in the community.
- 2.7. Ensure all the daily, weekly, monthly, quarterly and six-monthly duties as described in the Utilities Support Contract Procedure.
- 2.8. Follow all procedures to record and report all information relating to the Contract, and to additional work and call outs in a thorough and timely manner.
- 2.9. Participate in handovers, inductions and training, carrying out inductions, and providing direction and supervision to USC Officers, Assistants and visiting contractors, if required.

### 3. Aerodrome

- 3.1. Maintain current the Aerodrome Reporting Officer (ARO) training and accreditations as identified by Civil Aviation Safety Authority.
- 3.2. Fulfil ARO duties as described in the contract.

## Key Responsibilities

### 4. Employee Responsibilities

- 4.1. Follow the requirements of your Contract of Employment.
- 4.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 4.3. Follow all lawful instructions.
- 4.4. Seek help or support from the appropriate personnel when needed.

### 5. Work Health and Safety (WHS)

- 4.1 Routinely liaise with the WHS Coordinator on WHS matters and follow all approved WHS practices and processes connected with your work.
- 4.2 Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.
- 4.3 Ensure vehicles, tools and equipment are used, maintained and stored in the correct manner and in accordance with Council, work health and safety and other legislative standards.
- 4.4 Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

## Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria for attaining one.
- Proven experience working with essential operations and services such as power, water, solar and sewerage monitoring.
- Experience in living and working in remote locations.
- Demonstrable experience in working unsupervised, under pressure, as a member of a team with attention to detail and meeting tight deadlines.
- Proven competence in safe operation of small plant and equipment, e.g., mower, bobcat, whipper snipper, chainsaw.
- Demonstrable organisational and administrative skills.
- Computer proficiency including the use of Microsoft Office, (in particular Outlook, Word and Excel).
- Proven experience in supervising and training staff.
- Current NT Driver licence.
- General Construction Induction Training (White Card).

## Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Certificate to monitor and operate liquefied chlorine gas disinfection processes (Maningrida and Gunbalanya).
- Certificate to operate breathing apparatus (Maningrida and Gunbalanya).
- Certificate to monitor and operate hypochlorite disinfection processes (Warruwi & Minjilang)
- Aerodrome Reporting Officer Skill Set.
- Knowledge of Council's informing policies, procedures, processes and Code of Conduct.
- Proficiency in using Council's systems.
- MR Licence (Minjilang and Maningrida)