



# POSITION DESCRIPTION

Position Title: Utilities Support Contract Officer (USCOF)			
Location	Gunbalanya and Minjilang / Warruwi (Shared)	Department	Technical Services
Position Level	Level 5	Work Group	Business and Commercial Services
Position Type	Permanent / Full Time or Secondary Position	Approval Date	10 April 2026
Coverage	WARC Enterprise Agreement	Approved By	A/CEO

## Position Objective

This position will assist the Utilities Support Contract (USC) Operator in the delivery of safe and continuous supply of power, water and sewerage services to the community, by fulfilling the duties as outlined in the Utilities Support Contract Procedure. This position is a step in the training pathway to obtain the experience, qualifications and competencies to become an Operator and an Aerodrome Reporting Officer.

## Key Accountabilities

1. Under the direction of the USC Operator, and in collaboration with the Contracts Coordinator and Council Services Manager (CSM) ensure that all obligations and Key Performance Indicators of the Power and Water Corporation Utilities Support Contract period contract (Contract) are met. As experience and competencies are gained, accountabilities and duties will include:
  - a. ensuring that all PWC facilities are in good working condition and able to supply power, water and sewerage services to the community;
  - b. undertaking all the daily, weekly, monthly, quarterly and six monthly duties as described in the Utilities Support Contract Procedure;
  - c. being part of an on-call roster, and be available on standby 24 hours a day, to responsibly respond to breakdowns and emergency faults if rostered on.
  - d. managing the water reticulation/leak issues in the community;
  - e. ensuring the housekeeping and grounds maintenance is conducted and adhered to as per the contract/manual;
  - f. responding to and undertaking works as instructed by a delegated Power Water Corporation representative and approved by Council; and/or by a Service request;
  - g. 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;
  - h. ensuring 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;
  - i. participating in handovers, inductions and training, carrying out inductions, and providing direction and supervision to visiting contractors, if required; and
  - j. obtaining competencies and adhering to the PWC Code of Conduct as required under the Contract.
2. Work towards becoming an Aerodrome Reporting Officer duties, according to requirements.
3. With regard to work health and safety in the workplace:
  - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
  - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Operations Team which are within the employee's skills, competence and training.

### Essential Criteria

1. Ability to interpret and implement the Utilities Support Contractors Procedure.
2. Desire to work within essential operations and services such as power, water, solar and sewerage monitoring.
3. Good spoken and written communication skills, and an ability to interact effectively with a wide range of individuals and or groups from diverse backgrounds.
4. Proven competence in safe operation of small plant and equipment, e.g., mower, bobcat, whipper snipper, chainsaw.
5. Basic administrative skills including computer skills using Microsoft Office, in particular Outlook, Word and Excel, and ability to learn new systems as required.
6. Ability to work as a member of a team and attention to detail.
7. Qualifications / licences (or ability to obtain):
  - a. Current NT Driver licence, MR Licence (Minjilang), HR (Maningrida)
  - b. General Construction Induction Training (White Card)
  - c. Operate and Control Liquefied Chlorine Gas Disinfection System (Maningrida and Gunbalanya)
  - d. Operate Breathing Apparatus (Maningrida and Gunbalanya)
  - e. Monitor and Operate Hypochlorite Disinfection processes (Minjilang & Warruwi)
  - f. Aerodrome Reporting Officer Skill Set
  - g. Working with Children Check (Ochre Card)

### Desirable Criteria

1. Certificate II or Certificate III in Water Operations or Certificate II in Remote Area Essential Services.
2. Trade qualification in electrical or plumbing.
3. 4WD.
4. Asbestos Awareness.

### Organisational Relationships & Further Information

Reports to	Utilities Support Contract Operator	Supervises	None
Internal liaising	Other managers All staff	External liaising	Power and Water Corporation Community organisation representatives Community members and stake holders Contractors and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Some travel to remote communities by light aircraft or 4wd will be required, and overnight stays may be required. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Additional	This role is required to be on call outside normal working hours and on weekends.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.