

POSITION DESCRIPTION

Position Details

Position Title:	Water & Wastewater Treatment Operator
Reports To:	Senior Water & Wastewater Treatment Operator
Department, Section, Stream, Unit:	Works, Technical Services, Water & Wastewater
Remuneration:	Level B1 – B4 Queensland Local Government Industry (Stream B) Award – State 2017 and the North Burnett Regional Council Multi-Skill Classification Structure Implementation Plan
Form of Engagement:	Full-time Permanent
Hours of Duty:	
Place of Employment:	
Incumbent:	
Employee No:	

Our Vision

By 2030, the North Burnett will be the region of choice for people to live, work and play.

Our Mission

To lead the region toward a thriving future for us all to enjoy.

North Burnett Regional Council will achieve this vision by focusing on five priority programs:

1. Our Productive Region
2. Our Happy, Healthy and Safe Region
3. Our United Region
4. Our Vibrant and Naturally Beautiful Region
5. Our Efficient and Effective Council

Position Objectives

- To provide efficient services in the treatment of Water and Wastewater to the residents of the North Burnett Regional Council by taking a 'hands-on approach'; and
- Working effectively in the Water and Wastewater team to ensure the efficient operation and maintenance of the water and wastewater treatment plants, pumping stations and associated infrastructure.

Position Requirements

Essential:

- Ability to meet Key Duties and Standards as outlined below.
- Well developed interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication skills and ability to provide technical advice.
- Experience relevant to the work area, preferably within a local government context.
- Ability to work effectively under supervision to manage time, plan, organise and prioritise own work to achieve defined outcomes.
- Ability to undertake non-routine activities involving individual responsibility or autonomy and / or collaboration with others as part of a group or team.
- Knowledge of, or ability to acquire knowledge of Council's standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Ability to work in a physically demanding occupation, often in noisy conditions.
- Possess minimum relevant tickets / licences required to perform general tasks and duties.
- Basic level computer and keyboard skills (including knowledge of SCADA and Telemetry applications).
- Demonstrated organisational and time management skills with an organised approach to improving workplace practices and procedures.
- Possess a Work Safe in the Construction Industry Induction Certificate (white card).
- Current unrestricted manual "C" class drivers licence.
- Certificate III in Water Operations or ability to attain same.
- Confined Spaces ticket (or commitment to obtain same within 12 months of commencement) and ability and willingness to work in confined spaces.
- Working at Heights ticket (or commitment to obtain same within 12 months of commencement) and ability and willingness to work in confined spaces.

Desirable:

- Certificate IV or above in Water Operations.
- Plumbing and drainers licence.
- Current First Aid and CPR qualification – Apply First Aid (HLTFA301C) Perform CPR (HLTCPR201B) or higher.
- Traffic Management Implementation Program Licence.
- Experience with Quality Assurance techniques.
- Ability to exercise discretion and judgment in work scheduling.
- Good knowledge of reticulated systems and related repairs and maintenance.
- Good knowledge of the Water and Sewerage treatment operations, practices and principals, maintenance and monitoring.

Key Duties and Standards

Key Duties	Key Standards
Work and participate in an enthusiastic and co-operative team spirit.	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met.

Key Duties	Key Standards
Respond to emergency events on a roster basis if required.	
Adopt best practice work methods on work tasks	<ul style="list-style-type: none"> • Work skills improved by active participation in Council training programs; • Contributes to review of procedures; • Potential problems identified and action taken to minimize impact; • Work procedures enhanced by participation at team and individual workshops; • Participates in workplace skills assessments and required training; • Contributes to the annual Employee Development Review with supervisor or other relevant staff as required; • Makes constructive suggestions for improvement of work output.
Communicate effectively in the workplace.	<ul style="list-style-type: none"> • Information, instructions and decisions are understood and adhered to; • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives; • Concise, relevant work information is provided in response to supervisor requests within designated timeframes. • Basic literacy and numeracy skills are applied for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation).
Maintain high standards of conduct and comply with all relevant rules and requirements.	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct.
Maintain a good attendance record.	<ul style="list-style-type: none"> • Punctual start and finish times
Ensure safe working procedures and practices are undertaken in all activities in accordance with Council's Work Health and Safety policies and procedures.	<ul style="list-style-type: none"> • Awareness of and compliance with Council's Occupational Health and Safety Policies and Procedures, including relevant Duty Statements, correct use and maintenance of all protective clothing and equipment supplied, compliance with lawful instructions issued by senior staff, incident reporting, hazard identification and reporting, taking corrective action to eliminate hazards where possible, conducting risk

Key Duties	Key Standards
	<p>assessments as required, establishing and maintaining a high standard of house keeping and cleanliness in work areas and on Council property, assisting with investigation of incidents, attending toolbox talks, team meetings and training, familiarity with first aid treatment centres, fire protection facilities and evacuation procedures.</p> <ul style="list-style-type: none"> • Safety of public, other workers and self is maintained when performing duties.
<p>Undertake work in a prompt and efficient manner as directed.</p>	<ul style="list-style-type: none"> • Carries out all processes within the agreed timeframes
<ul style="list-style-type: none"> • Participate in an on-call roster and attend callouts as required; • Be available to either participate, provide advice or assist on-call staff; • Respond to emergency events on a roster basis if required. 	<ul style="list-style-type: none"> • After hours requests are responded to within 40 minutes whilst on-call; • Call-outs are responded to within 60 minutes; • Call-outs are actioned in accordance with the relevant policy and procedure.
<p>Undertake specific water and wastewater duties as follows:</p> <ul style="list-style-type: none"> • Operate and maintain the water and wastewater treatment plants and water and wastewater pump stations e.g. valves and pumps, chemical usage, clarification, biological treatment and disinfection; • Operate and maintain machinery relevant to the safe provision of water and sewerage services; • Perform routine plant, pump station and system inspections to maintain operating capability and organise any maintenance work or configuration changes; • Monitor, control and optimise process performance in response to water and wastewater quality and or hydraulic variations; • Identify faults and operational condition of plant and report in accordance with statutory requirements; • Respond to SCADA and Telemetry system alarms from various locations, laptop, treatment plants, control room; • Take water industry measurements and perform numerical calculations; 	<ul style="list-style-type: none"> • Plant and equipment is maintained in a well presented, serviceable condition by effectively servicing, cleaning and maintaining the plant and equipment in accordance with the Manufacturer's specifications and Council procedure and guidelines.

Key Duties	Key Standards
<ul style="list-style-type: none"> • Ensure that job resources are allocated in an appropriate manner to reduce ineffective usage of personnel, equipment and materials. 	
<p>Undertake the following monitoring duties:</p> <ul style="list-style-type: none"> • Collect samples and conduct relevant laboratory tests; • Record data and maintain a daily log of flows and plant operations; • Monitor SCADA and Telemetry systems. 	<ul style="list-style-type: none"> • Data is recorded in daily log of flows and plant operation.
<p>Control chemical use including:</p> <ul style="list-style-type: none"> • Use, handle and store chemicals in accordance with workplace health and safety requirements; • Ensure chemical dosing is undertaken in an efficient and effective manner to meet plant processing and effluent quality requirements; • Maintain information related to chemical supply and usage in accordance with statutory requirements. 	
<p>Operate with limited supervision and exercise sound judgment under limited direction when:</p> <ul style="list-style-type: none"> • Analysing problems; • Making changes to plant operation; • Responding to faults and emergencies; • Effecting routine and set tasks; • Take corrective action in response to test results or operating problems; • Initiate changes and system adjustments to enhance plant performance. 	<ul style="list-style-type: none"> • Potential problems identified and action taken to minimize impact in a timely manner.
<p>Undertake environmental awareness activities including:</p> <ul style="list-style-type: none"> • Ensure sludges and residuals are processed and disposed of without causing harm to the environment or the community; • Maintain treatment plants and grounds in a neat and tidy condition. 	

Extent of Authority

The incumbent is expected to exercise all necessary actions within the scope of the Position Requirements and Key Duties and Standards listed herein. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorised by the General Manager Works, Technical Services Manager, Senior Water & Wastewater Supervisor and / or Senior Water & Wastewater Treatment Operator.

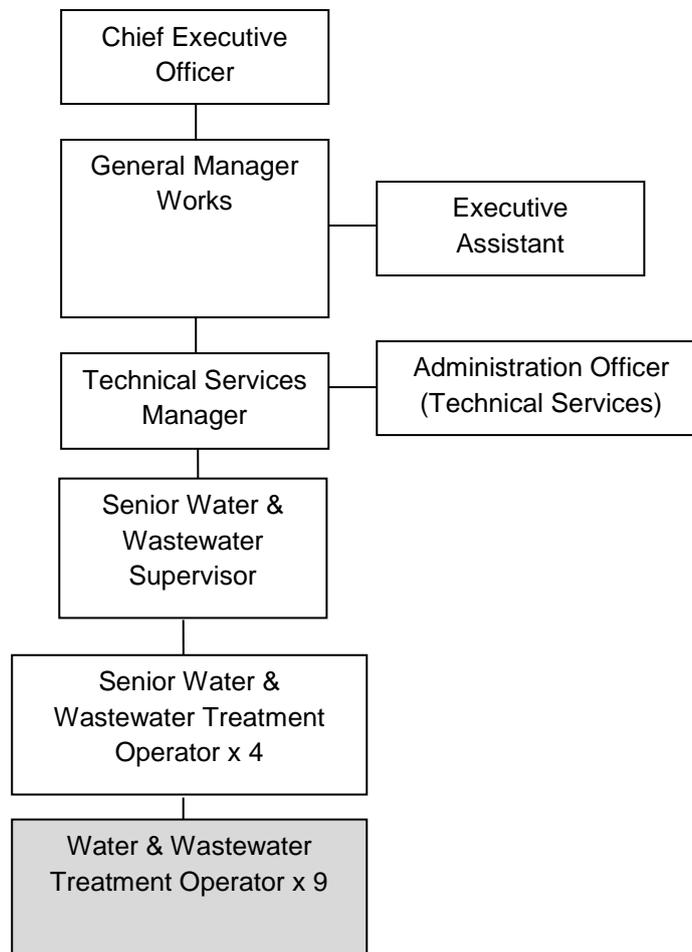
Accountability

Reports to the Senior Water & Wastewater Treatment Operator.

Selection Criteria

- SC1 Demonstrated interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- SC2 Ability to carry out tasks requiring the application of basic numeracy, literacy, verbal communication, computing skills, including proficiency in Microsoft Office Suite, SCADA, Telemetry and other software applications relevant to the position.
- SC3 Demonstrated experience relevant to the work area, preferably within a local government context, and the ability to work in a physically demanding occupation and location.
- SC4 Ability to work effectively under supervision to manage time, plan, organise and prioritise own work to achieve defined outcomes and to undertake non-routine activities involving individual responsibility or autonomy and / or collaboration with others as part of a group or team.
- SC5 A developing knowledge, or ability to acquire knowledge of Council's standard safe work practices, procedures, and policies relevant to the work area (e.g. workplace health and safety).
- SC6 Possess a current unrestricted manual "C" Class Queensland drivers licence, Work Safe in the Construction Industry Induction Certificate (white card).
- SC7 Possess a Certificate III in Water Operations, Confined Spaces ticket and Working at Heights ticket or ability to attain same within 12 months of commencement.
- SC8 Experience in the effective use, maintenance and servicing of relevant plant, equipment and tools and possession of relevant tickets and / or licences required to safely and legally operate same.

The structure of your team is shown below:



Other Matters

Work Health & Safety Duties

Work is to be carried out in accordance with SAFEPLAN – Council’s Work Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS duties and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

Staff Code of Conduct

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

Performance Plan

Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description; together with a performance plan developed by the Chief Executive Officer and approved by the Senior Executive Employee Steering Group.

CERTIFICATION BY THE INCUMBENT:

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):

I have reviewed the Position Description with the incumbent and affirm its contents

Signed : _____ Dated: / /

Name:

Additional Remarks / Comments: