

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Operator – Treatment Operations		
<b>Directorate</b>	Office of the CEO	<b>Branch/Section/Unit</b>	Water Business Unit/Treatment Operations Section
<b>Position Number</b>	1218	<b>Level</b>	8
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
<b>Line Manager</b>	Senior Operator – Treatment Operations		
<b>Direct Reports</b>	Trainees or other Operators from time to time		

## SCOPE OF POSITION

### Position Summary

To operate and maintain Council's Water and/or Sewerage Treatment Plants in a safe and competent manner, ensuring that operations contribute to the highest quality of service to Council's customers through compliance with industry guidelines, workplace procedures, Council's Customer Service Standards and statutory requirements.

### Key Responsibilities of the Role

- To operate plants and treat water and/or sewage to comply with Government Regulator requirements and Council's customer service standards.
- Assist in ensuring that all testing and reporting of results is undertaken for the relevant treatment plants in accordance with regulatory and operational requirements.
- Maintain infrastructure as required.
- Contribute to an effective team operating Council's treatment plants to ensure the highest quality of service to customers by compliance with industry guidelines, workplace procedures, Council's Customer Service Standards and statutory requirements.
- General Plant cleaning duties as required.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Working At Heights.
- Confined Space.
- Construction Industry White/Blue

## **Desirable Licence/Competency (Ticket) Requirements**

- Fork Lift (High Risk)

## **Essential Knowledge/Skills/Qualifications Criteria**

- Certificate III in Water and Sewage Treatment with previous knowledge and experience in the operation and maintenance of a water and/or sewerage treatment plant.
- Demonstrated ability to work autonomously or cooperatively in an integrated team environment by developing effective working relationships with a variety of stakeholders.
- Demonstrated knowledge of safe chemical handling and storage.
- Demonstrated computer operation skills, including reporting and field data capture.
- Knowledge of SCADA and telemetry systems.
- An understanding of quality assurance and maintenance management systems.
- An understanding of water and waste water reticulation and collection systems.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Nil

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## **Special Requirements**

- Regular out of hours work (including weekends).

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- The ability to work at any plant within the Gympie area to suit business requirements.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Apply council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement – WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy – CGPOL002.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – We take responsibility for our actions. We will be accessible and fair.

**Consistent** – Our actions will reflect council's guidelines and practices at all times.

**Appreciative** – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – We will keep people informed, consult with the community and will actively listen to and respond to their input.

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**Respectful** – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

## POSITION APPROVAL AND ACCEPTANCE

### Approved By

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*