

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Treatment Plant Operator (Dual Ticket)	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award
Position Number:	6553, 6573	Classification Level:	9
Employment Location:	East Depot	Position Status:	Full-time Permanent
Department:	Infrastructure	Document Last Reviewed:	20/01/2023
Branch:	Water Services	Job Dictionary:	MD-5-101
Accountable To:	Treatment Team Leader Sewer		
Aim of Position:	The aim of this position is to operate, maintain and monitor performance of Water Services Treatment Plants in an efficient manner within regulatory guidelines, practices, and procedures.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

1. Operate, maintain and monitor the performance of Water Services' treatment plants which will include, but not limited to:
 - Accurate recording and reporting of meter and instrument readings
 - Operating process laboratory testing
 - Operating and maintaining facilities, equipment, plant and machinery in accordance with Council requirements and to manufacturer's instructions.
2. Direct other staff in relation to the selection and organisation of appropriate work processes and resources under remote supervision.
3. Determine appropriate procedures and corrective measures to ensure the treatment assets are functioning within prescribed critical / quality control points, and to optimum efficiency.
4. Work closely with technical officers within Water Services to ensure the treatment assets are functioning to optimum efficiency.
5. The incumbent will be required to assist with shift work, after hours and be part of an on-call support roster of the Water Services operations and maintenance section.

This position may be required to assist other treatment operation crews when required such as pump attendant relief of the distribution system.

6. Provide verbal and written reports and daily completion of relevant paperwork to communicate learnings and safe work management.
7. It is expected that the incumbent undertakes other reasonable duties and tasks requested by Management that are within the incumbent's capabilities, including additional duties as required during periods of absence of other staff.
8. Due to the nature of the position, the location for the commencement of work may vary from time to time.

Position Requirements - Qualifications and Experience:

Mandatory:

1. Certificate III in Water Industry Operations with both Water and Wastewater Treatment Qualification or (equivalent) - Dual Ticket in Water and Wastewater Treatment Operations.
2. Demonstrated proficiency and verification of skills to operate light and medium mechanical equipment utilised in operation and maintenance of treatment plant assets in accordance with the Queensland Local Government Industry Award - State 2017 Division 3 Section 5 Schedule 1 (Classifications - Operational Services).
3. Possession of a current Class HR Licence or ability to obtain within three months of commencement.
4. Demonstrated detailed knowledge of operating equipment and automated processes utilised in Water Services' treatment plants including, but not limited to, treatment plant monitoring equipment, operational process testing, and equipment calibration is essential.
5. Demonstrated medium level of oral and written communication skills with the ability to liaise with a variety of internal and external parties.
6. The relevant experience and detailed knowledge to be able to work under remote supervision and supervise and offer direction to other employees where appropriate.
7. Sound level of working knowledge of relevant legislation, policies, guidelines and codes relating to the provision of water and wastewater services.
8. Sound computer skills in the use of computer and industry software (knowledge and the ability to use Microsoft Office, other associated software and Council applications as appropriate.).
9. Advanced level ability to operate plant process control systems including SCADA systems.

Desired:

1. Forklift licence

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building Relationships (mandatory)	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer Focus (mandatory)	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders

Safety and Professionalism (mandatory)	Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job Requirements (mandatory)	Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role
Cross-Organisational Thinking	Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work
Leading People	Supporting others: <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues
Developing People with a One Team Focus	Supports others' capability development: <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others
Driving People's Performance	Focuses on performance: <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others
Managing Stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others
Decision Making	Makes sound decisions: <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making
Making Improvements	Open to making improvements: <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement
Progressing Change	Responds flexibly to changes: <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect.
4. Disaster Management	1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers.