

POSITION TITLE:	Supervisor Treatment
POSITION NUMBER:	10420
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Banded 4 - 5 <i>Provisions of this appointment pay level and progression to be in accordance with the applicable award.</i>
REPORTS TO:	Coordinator Treatment
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Supervisor Treatment will be responsible for supervising the day-to-day operational, responsive and planned maintenance activities associated with operating and maintaining continuity of operation of the water and wastewater treatment plants to ensure legislative and licence compliance is achieved.

KEY RESPONSIBILITIES IN THIS ROLE

1. **Operate and monitor.** Plan and coordinate staff and their work activities to ensure effective daily and after-hours operation and monitoring of treatment facilities, including regular

reporting.

2. **Water and effluent quality.** Plan and coordinate work to operate Council's water and wastewater treatment plants to ensure compliance with Australian Drinking Water Guidelines and DES License conditions.
3. **Continuity of service.** Develop, implement and follow standard work procedures to ensure continuity of service of pump stations, reservoirs and treatment plants to achieve level of service and compliance.
4. **Planned Maintenance.** Identify maintenance requirements and implement planned maintenance schedules with the aim to reduce responsive maintenance and unplanned breakdowns. Also, assist in the development of new planned maintenance schedules.
5. **Responsive Maintenance.** Respond to unplanned breakdowns to ensure legislative requirements are met.
6. **Safety and training.** Implement safe work procedures and training for all treatment staff to ensure regulatory compliance is met and zero harm is achieved.
7. **People Management.** Lead, motivate, develop and support the team to deliver service excellence.
8. **Financial.** Procure goods and service requirements to undertake water activities and maintain minimum stock levels. Support the Coordinator Treatment in budget preparations, planning and monitoring.
9. **On-call / after-hours and weekend work.** Be available for emergency response duties. Participate in an on-call roster system and undertake after-hours or weekend operational tasks and reactive activities.

Additionally, you may be required to conduct other duties as lawfully directed by the Coordinator Treatment and Manager Water Utilities.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated experience in the operation and maintenance of water and sewage treatment processes with the ability to effectively problem solve.
- Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
- Sound people management experience.
- Excellent communication (oral and written) and interpersonal skills relevant to the position with a focus on providing quality customer service.
- Sound time management and organisational skills.
- Sound working knowledge of relevant Local Government operations and legislative framework.
- Competent use of the full range of Microsoft programs.

Desirable:

- Previous experience supervising multiple teams.
- Demonstrated experience in the operation and maintenance of water and sewerage pump stations and raw water supply systems with the ability to effectively problem solve.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum Cert III in Treatment Operations (or equivalent)
- General Construction Induction Card
- Minimum of Queensland C Class Drivers Licence

Desirable:

- Certificate IV WHS (or equivalent)
- Cert III Frontline Management

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work outdoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 15kg, carrying up to 15kg.

This position will be required to perform work where environmental factors may include heat/cold, wind, rain, sun, noise, wildlife, effluent.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.

- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward-looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. This role may require the incumbent to work from alternate locations other than the principal workplace as required.
3. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
4. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
5. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
6. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
