

Position Description

CORPORATE INFORMATION

Position title	Specialist Treatment Operations		
Directorate	Infrastructure Services	Branch/Section/Unit	Water/Waste Water Branch Treatment Section
Position number	1219	Level	8
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
Line Manager	Senior Specialist Treatment Operations		
Direct reports	Nil		
Indirect Reports	Trainees / Assistant 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

- Ensures the efficient operation of the Water and Sewer Treatment Plants, pump stations & associated assets through on-going monitoring, process control, maintenance & repairs, in accordance with Regulatory requirements and Council's customer service standards.
- Ensure compliance with Council's monitoring treatment process parameters and undertake laboratory and compliance sampling when required.
- Ensure that all activity undertaken at Plant worksites is conducted safely.
- Monitor treatment assets & SCADA, telemetry and PLC systems. Analyze and diagnose faults at treatment plants & associated assets. Record & report faults to management and take appropriate action to rectify the faults.

- Provides both proactive and positive involvement in the development and completion of operational toolbox, process/maintenance, WHS audits, risk workshops and complete actions within agreed timeframes.
- Monitor and record process data required for operational control and for internal & external performance reporting in GRC's corporate systems. Report variations and concerns to Supervisor/Coordinator and take appropriate action.
- Participate in team meetings, trainings & cross-functional tasks, if needed.
- General Plant cleaning duties as required.
- Be available for rotating on-call roster & attend to sewer and water supply emergency calls, and ensure customer requests are attended to promptly and efficiently

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's Licence or above that is current and maintained.
- Working At Heights.
- Confined Space.
- WHS Construction Induction (White / Blue card), equivalent, or ability to readily acquire.

Desirable Licence/Competency (Ticket) Requirements

- Fork Lift (High Risk)
- Other trade qualifications relevant to the water/sewer industry

Essential Knowledge/Skills/Qualifications Criteria

- Certificate III in Water Industry Operations, or equivalent. 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 & storage.
- Demonstrated knowledge & experience of water and wastewater sample collection, testing and result interpretation.
- Demonstrated computer operation skills, including reporting and field data capture and ability to use electronic equipment.
- Demonstrated problem solving ability & commitment to control costs and quality of work.
- Knowledge of SCADA and telemetry control systems.
- An understanding of quality assurance and maintenance management systems.
- An understanding of water and wastewater reticulation and collection systems.

Physical Requirements of the Position

- 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) on an on-call rostered basis.
- The ability to work at any plant within the Gympie Region to suit business requirements.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

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

Applying 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.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

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