

Position Description

CORPORATE INFORMATION

Position title	Senior Specialist Treatment Operations		
Directorate	Infrastructure Services	Branch/Section/Unit	Water
Position number	1215	Level	9
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section 5		
Line Manager	Supervisor Treatment		
Direct reports	Specialist Treatment Operations x3		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

The Senior Specialist Treatment Operations will undertake and oversee the operation of water and sewage treatment plants, pump stations, reservoirs or raw water sources as required, and safely operate and maintain treatment plants and machinery as necessary to meet quality standards and regulators requirements.

This includes job planning of day-to-day tasks, job safety and risk assessments, quality monitoring and reporting, procurement as and when required, bulk chemical stocks, lab operations, identifying and reporting operational failures, causes and remedies, and actioning customer requests as directed.

Key Responsibilities of the Role

- Carry out the treatment of sewage to comply with Environmental Authority.
- Carry out the treatment of water to comply with Drinking Water Quality Management Plan.
- Ensure that the quality assurance system is used and maintained to ensure water and wastewater services meets Council's customer service standards.
- Ensure all testing and reporting of results are undertaken for the water and wastewater samples from various treatment plants in accordance with regulatory and operational requirements.
- Maintain infrastructure as required.

- Contribute to an effective team operating across all Council's treatment plants to ensure the highest quality of service to customers through compliance with industry guidelines, workplace procedures, Council's Customer Service Standards, and statutory requirements.
- Participation in oncall roster (including weekends).

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Working At Heights,
- Forklift Ticket.
- Confined Space.

Essential Knowledge/Skills/Qualifications Criteria

- Certificate III in water and sewage treatment AND/OR a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- 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 water and sewage treatment plant operation and maintenance.
- Demonstrated knowledge of safe chemical handling and storage.
- Demonstrated administrative, basic SCADA and computer operation skills

Desirable Knowledge/Skills/Qualifications Criteria

- Certificate IV in water and sewage treatment.
- Comprehensive knowledge of SCADA and telemetry systems.
- An understanding of quality assurance and maintenance management systems.
- Demonstrated knowledge and 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 local travel.
- 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.

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.

Position Description



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 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.