

Position Description

CORPORATE INFORMATION

Position title	Maintenance and Treatment Operations Officer		
Directorate	OOCEO	Branch/Section/Unit	WBU / Treatment Operations
Position number		Level	6
Award	Queensland Local Government Industry (Stream B) Award – State 2017. Division 2, Section 5		
Line Manager	Co-Ordinator - Treatment		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

To support the operations of Council's Water and/or Sewerage Treatment Plants and active assets through effective and efficient maintenance programming and plant operations support.

To work in a safe and competent manner, ensuring that maintenance programs 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

To contribute to the Branch's responsibility for the effective and efficient maintenance and operations of the drinking water network and sewerage schemes to ensure Council meets its commitment to our customers and its compliance objectives.

Key Responsibilities of the Role

- Maintain water and sewerage infrastructure as required in accordance with a planned and programmed maintenance schedule.
- Ensure the satisfactory completion of General Maintenance Requests of Treatment Plants including grounds.
- Support Operators in the operation and treatment of water and/or sewage and associated infrastructure to comply with Government Regulatory requirements and Council's customer service standards.

- Escalate maintenance or operations issues to identify problems, communicate and respond quickly and appropriately to breakdowns or emergencies.
- Support the on-call roster to ensure maintenance and operation services are provided for Treatment Plants in after-hours emergent situations.
- Contribute to an effective team maintaining and 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.
- Contribute to the continuous improvement of the maintenance and operations of the Regions treatment plants through knowledge sharing and the exchange of information.

Mandatory Licence/Competency (Ticket) Requirements

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

Desirable Licence/Competency (Ticket) Requirements

- Queensland 'MR' Class driver's Licence.
- Fork Lift (High Risk).
- Traffic Management Implementation.

Essential Knowledge/Skills/Qualifications Criteria

- Previous knowledge and experience in the maintenance and operations of water and/or sewerage treatment plants, reservoirs, pumping stations and associated equipment.
- Demonstrated ability to work autonomously or as part of an integrated team environment by developing effective and harmonious working relationships with a variety of stakeholders.
- Demonstrated physical agility and dexterity to carry out regular laboring duties.
- Demonstrated computer operation skills, and digital technology experience (smart phones, tablets etc.) for the purposes of workflow management and reporting.
- An understanding of quality assurance and maintenance management systems.
- Demonstrated knowledge of WHS practices as they apply to a water and/or sewerage treatment plant

Desirable Knowledge/Skills/Qualifications Criteria

- Certificate III in Water and Waste Water management.
- Knowledge of SCADA and telemetry systems.

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

- May be required to work overtime, including weekends.
- Required to respond to after-hours emergency works or incident management as part of an on-call roster.
- 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

Position Description



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

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.

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

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.