

# Position Description

## CORPORATE INFORMATION

|                        |  |                            |                              |
|------------------------|--|----------------------------|------------------------------|
| <b>Position Title</b>  | Supervisor – Treatment   |                            |                              |
| <b>Directorate</b>     | Infrastructure Services  | <b>Branch/Section/Unit</b> | Water/Wastewater - Treatment |
| <b>Position Number</b> | 1119   | <b>Level</b>               | 5                            |
| <b>Award</b>           | Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1         |                            |                              |
| <b>Line Manager</b>    | Coordinator - Treatment  |                            |                              |
| <b>Direct Reports</b>  | Senior Operators<br>Treatment Operators<br>Assistant Operators – Treatment<br>Fitter/fabricators |                            |                              |

## SCOPE OF POSITION

### Position Summary

To supervise all water and sewage treatment plant operators, fitters and work crews as required, organise labour plant and materials, carry out regular inspections and arrange routine and preventative maintenance activities for Council's water and sewage treatment plants, pump stations and associated infrastructure.

### Expected Deliverables/Key Performance Indicators

- Ensure that a preventative maintenance program for pump stations and treatment plants in place and work is completed as budgeted.
- Ensure that materials, plant and services provided to plant operators so that delay to operations is avoided.
- Ensure that adequate staff, materials, chemicals and equipment are available for continuous system operation and maintenance.
- Provide supervision and mentoring to water and sewage treatment plant operators, fitters and work crews.
- Support for operational and capital project delivery through operational and technical advice to project managers and project team, and liaison with contractors.
- Management of contracts for operational works.

# Position Description



- Contribute to an effective team operating Council's treatment plants to ensure the highest quality of service to customers, both internal and external, by compliance with industry guidelines, workplace procedures, Council's Customer Service Standards and statutory requirements.
- Develop and maintain positive relationships with internal and external customers through effective stakeholder engagement support.
- Process documentation, correspondence and reports associated with engagement processes for Treatment Operations projects and planning activities.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Construction Industry White/Blue Card
- Confined space entry competency

## **Essential Knowledge/Skills/Qualifications Criteria**

- Demonstrated experience in a supervisory or leadership role
- Certificate IV in Water Industry Operations.
- Working knowledge of the Water Wastewater Branch functions and operations.
- Demonstrated knowledge of operations and maintenance of water and wastewater treatment facilities, including activities such as treatment methods, safe use of chemicals, water testing, use of SCADA systems and working within legislative requirements including the Australian Drinking Water Guidelines.
- Demonstrated ability to work autonomously or cooperatively in an integrated team environment by developing effective working relationships with a variety of stakeholders.
- Demonstrated knowledge and understanding of water and wastewater reticulation and collection systems.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Knowledge of asset management systems and processes.
- Knowledge of training requirements relevant to working in water and sewage treatment plants, and associated infrastructure.
- Knowledge of the principles of project management
- Fork lift licence

## **Physical Requirements of the Position**

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.

- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.
- 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 clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Regular local and regional travel.

## 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.

# Position Description

## 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

|                  |  |                 |  |
|------------------|--|-----------------|--|
| <b>Name</b>      |  | <b>Position</b> |  |
| <b>Signature</b> |  | <b>Date</b>     |  |

### Accepted By

|                  |  |             |  |
|------------------|--|-------------|--|
| <b>Name</b>      |  |             |  |
| <b>Signature</b> |  | <b>Date</b> |  |

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