

# Position description

## Senior Process Controller

Division:	<b>Infrastructure and Engineering Services</b>
Department:	<b>Water Management and Treatment (WMAT)</b>
Reports to:	<b>Coordinator WMAT West, North and Manning Water</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Council water / sewage treatment plants</b>
Grade:	<b>7</b>
Employment status:	<b>Permanent Full-Time</b>
Hours of work:	<b>38</b>
Date approved:	<b>August 23</b>

### Our Mission

"We deliver benefits for our community in a way that adds value and builds trust".

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Water Management and Treatment Section of the Water Services Division and is responsible to control and maintain Council's water and wastewater treatment systems at a town level to achieve effluent and water quality standards in a timely and cost-effective manner. To support and provide relief in the provision of water and sewerage reticulation services at a town level.

### Key Accountabilities & Duties

- Operate the water treatment process to achieve high quality water to meet the Australian Drinking Water Standards as set out by the Department of Health.
- Operate the sewage treatment process and the return of effluent and biosolids to the environment in a safe manner, achieving EPA licence limits or better as required.

- Manage the day to day team member's activities, communicate, develop and train team members to ensure that work standards and targets are maintained and the range of activities undertaken by team members is continually expanding and improving.
- Be available for on-call, call-back and after-hours duties.
- Provide input to budgets by identifying project requirements and priorities for the next year
- Coordinate & supervise the engagement process of MidCoast Council's Registered Contractors as required.
- Take responsibility to ensure that all plant and equipment used by the team is safe and appropriately serviced and maintained.
- Relieve peers as requested.
- Provide input to relevant future capital projects during design and construction phases to ensure errors are minimised and constructability issues are addressed.
- Maintain industry networks through representation at forums to ensure relevance and benchmark MidCoast Council's Water Service standards.
- Demonstrate commitment to identifying and following MidCoast Council's Values, Policies & Procedures.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria

1. Certificate III in Water Industry Operations and / or relevant water industry trade qualification.
2. Certificate III in Water Industry Treatment or NSW Office of Water (NoW) Wastewater Part 1 & 2, NoW Water treatment Part 1 & 2.
3. Sound knowledge of the Drinking Water Guidelines, EPA licence, WHS, and Environmental and Quality management systems.
4. Proven solid experience in water treatment and water reticulation. Understanding of sewerage systems.
5. Experience in supervising staff and delegating tasks.
6. Hold or willingness to obtain the following:
  - A Construction Induction Card (white card)
  - First Aid Certificate
  - Forklift Truck Licence (LF)
  - Excavator (LE), Backhoe (LB)
  - Asbestos Handling Certificate
  - Enter and work in confined spaces certificate
  - Powerlines awareness training





- NSW Health fluoride training ticket
  - Chlorine gas handling certificate
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
  8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
  9. Current Class MR Drivers Licence.

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Relationships	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee Name:

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒