



## **POSITION DESCRIPTION**

<b>Title:</b>	Assistant Water Treatment Plant Operator
<b>Department:</b>	Commercial Services
<b>Reports to:</b>	General Manager
<b>Level:</b>	Level 5 to Level 7

## **COUNCIL VALUES**

### **Honesty & Integrity**

Being honest with our community and colleagues, and treating them with respect, fairness, trust and consistency

### **Innovation & Continuous Improvement**

Striving for excellence through best practices, creativity and new ideas.

### **Transparency & Accountability**

Providing open and transparent practices and accountable governance.

### **Diversity**

Respecting social, cultural, economic and environmental diversity.

### **Open Communication**

Assuring timely and effective communication with our community and throughout the organisation.

### **Leadership, Engagement & Fair Representation**

Providing effective leadership to ensure Council's actions best reflect community aspirations.

## **POSITION OBJECTIVE:**

The Assistant Water Treatment Plant Operator will be responsible for maintaining and operating Council's Water & Sewerage treatment plants / pumping stations / reservoirs to meet both Council and regulatory guidelines, as well as carrying out other duties that may be assigned by the Manager of Water and Sewerage – Blackwater at a level of work which satisfies Council's objectives and desired quality outcomes. While this position is based in Blackwater and services Bluff the Assistant Water Treatment Plant Operator may be required on occasions to work at other Plants including Dingo, Duaringa and Emerald or other locations deemed necessary by the Manager Water Utilities.

## **KEY RESPONSIBILITIES:**

1. Provide hands on operation, maintenance and upgrades of the Council's water and sewerage treatment plants and associated pumping station to ensure Council guidelines are met.
2. Participate in the "On Call" roster with other operators as required.
3. Responsible for the care and maintenance of Council provided vehicles, tools and specialised equipment.
4. Promote safe work practices
5. Implement, review and continual development of quality control systems

## **GENERAL DUTIES**

Abide by the Workplace Health & Safety Act and Regulations and the provisions outlined in Council's Workplace Health and Safety Policy, namely:

### **Employee Obligations:**

A worker has the following obligations at the workplace:

1. Comply with instructions given for workplace health and safety at the workplace by your employer
2. Use personal protective equipment if provided and properly instructed in its use
3. Not to wilfully or recklessly interfere with or misuse any workplace, health and safety equipment
4. Not to wilfully place at risk the workplace health and safety of yourself or any person at the workplace
5. Attend training as directed

### **Employer Obligations:**

1. Central Highland Regional Council has an obligation to ensure the workplace health and safety of each of the employer's workers at work.
2. Central Highland Regional Council has an obligation to ensure the workplace health and safety of the company and others is not affected by the way the Council conducts the Council's undertaking.

## **REQUIREMENTS OF THE POSITION:**

### **(a) Skills**

- Highly developed verbal and written communication skills
- Competent on full range of Microsoft programs.
- Show a high degree of self motivational skills
- Display a high level of pride about the appearance, operation and maintenance of all associated equipment and grounds.
- Ability to co-operate with other staff
- Ability to interpret manufacturers recommendations, maintenance manuals etc.
- Attend and actively participate in training as required
- Excellent attention to detail and desire for accuracy
- Operate Council's SCADA Computer monitoring system
- Conduct and Interpret laboratory analysis
- Interpret historical reports to identify operational problems
- Good mechanical knowledge
- Ability to interpret plans and construction documents
- Prepare monthly reports

### **(b) Knowledge**

- Knowledge of Council operations, functions and procedures in relation to the operation and maintenance of both water and sewerage treatment plants.
- Sound knowledge of the mechanical equipment that is used in the water and sewerage treatment industry.
- Knowledge of relevant Safety Procedures
- Basic knowledge of to interpret basic information from electronic equipment such as variable speed drives etc.
- Basic computer awareness.

### **(c) Experience**

- Preferably have some experience in operating and maintaining various water and sewerage treatment facilities or similar industry experience.
- Undertake training on PLC controllers and data interpretation.

### **(d) Qualifications**

- Current C class drivers license
- Theoretical and practical qualifications for water and wastewater treatment plants. Water Industry Operation Certificates or equivalent – Certificate 2 level minimum, having or willing to undertake Certificate 3
- Or the willingness to undertake the required study to obtain Water and Waste Water Industry Operation -Certificate 3.

**(e) Personal Attributes**

- Communicate in an appropriate and effective manner, consistent with the requirements of the position, to enhance the image of Council
- Contribute to improved organisational effectiveness, by respecting other employees, by acting honestly and with fairness, and by working to achieve Council's team objectives.

**(f) Training**

- Training will be provided as identified in the Employee Development Plan.

**ORGANISATIONAL RELATIONSHIP**

**(a) Reports To**

- General Manager

**(b) Supervises**

- N/A

**(c) Internal liaisons**

- Senior Management Team
- Line Managers and Supervisors

**(c) External liaisons**

- Department
- Community members
- Residents

**EXTENT OF AUTHORITY**

- Freedom to act within defined/established Guidelines and Council's Policies
- Purchased can be made in line with authorised budgeted items and financial delegations.

**EMPLOYEES CONSENT**

I ..... have read, understood and accepted the responsibilities of this position with the Central Highlands Regional Council and agree to the conditions of employment.

Employees signature: ..... Date: .....

GM/CEO's signature: ..... Date: .....