

POSITION TITLE:	Senior Treatment Plant Operator
POSITION NUMBER:	10497
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
AWARD CLASSIFICATION:	9
REPORTS TO:	Supervisor Treatment
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Senior Treatment Plant Operator will direct and work along with the treatment team (or contractors) to undertake operational, planned or responsive activities to the water and wastewater treatment plants, pump stations, reservoirs or sources, mechanical maintenance and co-ordinate electrical maintenance. This includes job planning, job safety and risk assessments, quality monitoring and reporting, identifying and reporting failures, causes and remedies, and actioning customer requests as directed.

KEY RESPONSIBILITIES IN THIS ROLE

1. **Operate and monitor.** Co-ordinate staff work activities to ensure effective daily and after-hours operation and monitoring of treatment facilities, including regular reporting. This includes staff supervision tasks such as preparation of rosters and managing leave. Carry out manual works as required.
2. **Water and effluent quality.** Co-ordinate work to operate council's water and wastewater treatment plants to ensure compliance with Australian Drinking Water Guidelines and DES Environmental Authority conditions.

3. **Continuity of service. Develop**, implement and follow work procedures to ensure continuity of service of pump stations, reservoirs and treatment plants to achieve level of service and compliance.
4. **Planned Maintenance**. Implement planned maintenance schedules with the aim to reduce responsive maintenance and unplanned breakdowns.
5. **Responsive Maintenance**. Respond to unplanned breakdowns to ensure legislative requirements are met.
6. **Safety and training**. Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.
7. **On-call / after-hours. Be available for emergency response duties if required**
Participate in an on-call roster system as required to undertake after-hours operational tasks and reactive activities.
8. **Financial**. Procure goods and service requirements to undertake treatment activities and maintain minimum stock levels

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Sound knowledge of water and wastewater network and treatment plant operations planned and reactive maintenance activities.

Desirable:

- Significant field experience in a similar or related leadership role
- Competent use of full range of Microsoft programs
- Demonstrated experience operating SCADA systems
- Experience in local government operation and environment

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Cert III Water / Wastewater Treatment Operations.
- General Construction Induction Card.
- Minimum of Queensland C class manual drivers licence.

Desirable:

- Asbestos, confined space, working at heights
- Forklift licence
- Certificate IV WHS (or equivalent)
- Experience in local government operation and environment

KEY SELECTION CRITERIA

1. Ability to both lead by example and work as part of a team to achieve required treatment outcomes.
2. The ability to mentor and guide team members to achieve optimum outcomes.
3. Strong written and oral communication skills.
4. Demonstrated ability to work safely and follow WHS policies and procedures.
5. Sound attention to detail with analytical skills and the ability to methodically problem solve.
6. Self-motivated, with the ability to work unsupervised at times.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical and functional assessment including drug & alcohol testing.
- Qualification check.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2

Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	1
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	2

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
