

POSITION DESCRIPTION

Position Title:	Water and Wastewater Treatment Plant Operator (Unqualified or Qualified)
Position Number/s:	INF-149
Employment Type:	Full Time, Permanent – 76 hours per fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 6 – Unqualified Level 8 – Qualified
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Water and Wastewater Treatment Plant Operator (Unqualified or Qualified) work under limited and remote supervision and is responsible for assisting with the operation and maintenance of Council's Water Treatment Plant, Weir Pumping Station and Sewerage Treatment Plant, to ensure compliance with Council's Environmental Licence to Discharge. This position is responsible for the collection, submission and recording of water and sewage quality samples from Charters Towers and Regional townships on a rostered basis, for monitoring and control of treatment operations.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-130 Senior Water and Wastewater Treatment Plant Operator
Directly Supervises: Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

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KEY RESPONSIBILITIES

1. Under limited instruction, or when deemed competent, operate and perform housekeeping maintenance on the Charters Towers Water Treatment Plant, Raw and Treated Water Pumping Stations, Burdekin Weir and associated Raw Water Pumping Station to ensure pumping, treatment, and delivery systems perform as required.
2. Under instruction, or when deemed competent, operate and perform housekeeping maintenance for Council's Sewage Treatment Plant in accordance with its Environmental Licence.
3. Under instruction, or when deemed competent, identify and take necessary actions to address faults and maintain the operational condition of equipment to support effective and efficient operation of treatment and delivery systems in accordance with statutory requirements.
4. Under limited instruction, or when deemed competent, collect samples as required under Council's Water Service Provider responsibilities and its Environmental Licence, including conducting relevant laboratory tests and recording results to ensure effective treatment processes.
5. Collect and record data and maintain daily logs of flow, water quality and plant operations.
6. Under instruction, or when deemed competent, monitor SCADA telemetry systems, and use SCADA to analyse processes and take necessary corrective actions to maintain treated water quality and quantity.
7. Safely operate a variety of hand and power tools and where qualified, operate plant and machinery.
8. Assist with maintenance records of plant, including operational logs, plant hours, daily diaries, chemical inventories, data logs and results of laboratory tests.
9. Assist with the start-up, shut down and periodic operational checks of plant and equipment, including pumps, measuring devices and control systems and participate in routine preventative maintenance.
10. Participate in an on-call roster to respond to process or equipment failures.
11. Assist with maintaining grounds and surrounds of treatment plants, storage reservoirs and pipelines, including mowing and clearing of vegetation, to ensure unimpeded access at all times.
12. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under *the Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
13. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated relevant experience in Water and Wastewater Industry.
- Understanding of Water and Wastewater treatment techniques including emerging practices and technologies.
- Knowledge and understanding of quality assurance, environmental and risk management systems.
- Sound level of computer efficiency.
- Good organisational and teamwork skills and the ability to determine work priorities.
- Ability to work under limited and remote supervision, either individually or as part of a small team.
- Good verbal communication skills including the ability to liaise with a wide range of people at all levels.

Desirable:

- Demonstrated experience within a similar role in a water and wastewater treatment plant.

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| Education/Qualifications |

Essential:

- Certificate III in Water Industry Operations or equivalent (Level 8 – Classification requirement)
- Willingness and ability to obtain Certificate III in Water Industry Operations or equivalent (Level 6 – Classification requirement for an unqualified operator).

| Licences |

Essential:

- General Safety Induction Certificate (Construction Industry) “Blue/White Card”.
- Possession and maintenance of a current Queensland ‘C’ Class Driver Licence.
- Possession and maintenance of a current Queensland Marine Licence or ability to obtain within six (6) months of commencement.
- Possession and maintenance of a current High Risk Work Licence for Forklift or ability to obtain.
- First aid and CPR qualification or ability to obtain.
- Confined Space Entry and Working at Heights or ability to obtain.
- Chlorine Awareness and Operation, Operate Breathing Apparatus certificate or ability to obtain within six (6) months of commencement.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour and heavy lifting.
- Ability to enter confined spaces (where appropriately trained and authorised).
- Ability to wear respiratory protective equipment.
- Undergo mandatory immunisation against Hepatitis A & B and Tetanus. This is required as the work environment involves exposure to areas identified as "at risk" work areas.
- This position may be required to work weekends and/or overtime as directed.
- This position will require you to participate in after-hours work and be part of an on-call roster as the need may arise to ensure the continuity of service to Charters Towers Regional Council's customers.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____