

POSITION DESCRIPTION

Position Title:	Greenvale Town Officer
Position Number/s:	INF-179
Employment Type:	Full Time, Permanent
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 5
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Greenvale Town Officer is responsible for ensuring that Charters Towers Regional Council infrastructure is maintained, and services are delivered in accordance with Council's service standards and Drinking Water Quality Management Plan.

The achievement of these objectives will be measured through the efficient and economical utilisation of time plant and materials, with a strong emphasis on compliance with Council's Safety Management System.

ORGANISATIONAL RELATIONSHIPS

Reports to: Water Compliance Officer
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

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Monitor the municipal water supply system to ensure that adequate water is available for the town's needs and the treatment facilities are functioning properly to ensure a safe, continuous supply is available, in accordance with standard operating procedures and *Water Supply (Safety and Reliability) Act*.
2. Perform onsite routine water quality testing and collect Water and Wastewater samples to ensure the water supply meets legislative and Council requirements under the Drinking Water Quality Management Plan.
3. Report water quality issues to the Water Compliance Officer in a timely manner.
4. Monitor, maintain and accurately report on the aerodrome for the safety of all users.
5. Maintain Council owned or controlled land in a clean, neat and tidy condition, in accordance with Council policy, procedures and legislative requirements.
6. Monitor and maintain township open space assets, road verges, footpaths, landfill site, Council centres, including but not limited to:
 - Keeping the land rubbish free
 - Mowing as and when required; and
 - Treatment and control of weeds
7. Perform serviceability inspections to check runways for debris, surface condition, visual aids and hazards, and report or rectify issues appropriately.
8. Ensure the Town Pool (if relevant) is kept in an appropriately clean, neat and tidy condition and to monitor and communicate water quality standards.
9. Participate in the start-up, shut down and periodic operating checks of plant equipment such as pumps, measuring equipment and remedial actions; and participate in routine preventative maintenance such as lubrication and operating adjustments.
10. Maintain Council amenity areas in a clean, neat and tidy condition, ensuring amenities are fully equipped and cleaned in accordance with Council's Service Standards.
11. Regularly inspect and maintain Council infrastructure to ensure quality condition and safety outcomes, recording and reporting any defects.
12. Monitor the township regional area to detect, address and/or report any wandering or stray stock, dogs or other animal control matters.
13. Drive and operate Council plant, as licenced to operate, and maintain allocated Council plant in a safe working order and tidy condition.
14. Ensure that plant is regularly serviced as per the manufacturers recommendation and report any defects to your supervisor.
15. Perform minor road patching and signage maintenance as and when required within the Township.
16. 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.
17. 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 DESCRIPTION

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Comprehensive time management skills with the ability to work unsupervised and determine work priorities.
- Ability to safely operate a variety of handheld tools, plant and equipment.
- Understand basic water quality principals and ability to carry out basic water testing.
- Satisfactory written and verbal communication skills including the ability to liaise with a wide range of people at all levels.
- Sound numeracy and literacy skills, with an ability to operate computer and electronic devices.
- Commitment to superior customer service.

Desirable:

- Sound computer skills, including Microsoft Office Suite, particularly Outlook, Word and Excel.

| Education/Qualifications |

Essential:

- Industry modules relating to Certificate III in Water and Wastewater Treatment Plant Operation or equivalent, or ability to obtain, such as:
 - Sample and test source or drinking water
 - Sample and test wastewater
- Current Agricultural Chemical Distribution Certificate (ACDC), or ability to obtain.
- Airport Reporting Officer certification, or ability to obtain.
- Operate Breathing Apparatus Certificate.
- Monitor and Operate liquefied Chlorine Gas Disinfection Process.

Desirable:

- General Safety Induction Certificate (Construction Industry) - Blue/White Card or the ability to obtain.
- Current First Aid and CPR accreditation.
- Certificate III Horticulture or equivalent.
- Aircraft Radio Telephone Operator Certificate of Proficiency.
- Operate and Maintain Chainsaw Competency or equivalent.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'MR' Class Driver Licence
- RII certificate/s of competency (or equivalent) in Backhoe, Loader.

Desirable

- RII certificate/s of competency (or equivalent) Tractor/Slasher.

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.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.

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.

POSITION DESCRIPTION

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: _____