

Water and Wastewater Assistant Treatment Plant Operator

Council is seeking applications for a Water and Wastewater Assistant Treatment Plant Operator to be an enthusiastic, productive and reliable member of the Water & Wastewater Team.

About the role:

Under the general direction of the Treatment Plant Operator the Assistant will provide complimentary labour, skills and knowledge to operate and maintain treatment plants and other active assets to meet regulatory requirements and operating schedules and plans, e.g., sedimentation and disinfection in accordance with Quality Assurance (QA) procedures.

The successful applicant will also be required to interpret water quality data and make necessary operational changes to treatment parameters, adjusting chemical dose rates and other plant performance criteria as a direct response to water quality results. The Assistant will be responsible for recording a daily log of plant inlet and outlet flows and other plant operating data in the SWIMLocal software application.

Monitoring of Supervisory Control and Data Acquisition (SCADA) and Telemetry systems and responding to alarms from various locations is another key requirement of the role.

Why work for us?

- 9-day fortnight (76hrs fortnight)
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- Salary Packaging available
- Supportive and motivating team
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 6 (\$65,305) with the commencing salary dependent on the skills and experience of the successful applicant.

Applications for **24/37 – Water and Wastewater Assistant Treatment Plant Operator** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/37, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 17 July 2024 at 5.00pm.

For further information please contact the Overseer – Rodney Godwin on (07) 4783 9800.

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It is essential to respond to each criterion explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Experience in Water Treatment Plant and supply maintenance operations.
2. Experience in the operation and maintenance of Wastewater Treatment Systems.
3. General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry or ability to obtain prior to commencement.
4. Current C Class driver's licence.

Desirable

1. Possession of, or requirement to obtain within 2 years, a dual discipline qualification in Certificate III in Water Industry Operations (Treatment: Water and Wastewater) relating to the processes at Burdekin Shire Council.
2. Current First Aid Certificate.
3. Enter and Work in Confined Spaces certification (RIIWHS202E).
4. Qldwater Aqua and Brown Card.

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Position Number	30172
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Division 2 - Section 5 – Operational Services
Award Level	Level 6
Reports To	Water and Wastewater Overseer
Place of Employment	Council Depot, 25 – 51 Jones Street, Ayr

Position Objective

Be an enthusiastic, productive and reliable member of the Burdekin Shire Council – Water & Wastewater Team in providing effective services in the treatment of water and wastewater to the residents of the Burdekin Shire through efficient operation and maintenance of Treatment Plants and providing assistance to the fitting crew in the operation and maintenance of sewage pump stations.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Under general direction operate and maintain treatment plants and other active assets to meet regulatory requirements and operating schedules and plans, e.g. sedimentation and disinfection in accordance with Quality Assurance (QA) procedures.
- Perform routine plant inspections to maintain plant operating capability and organise any maintenance work or configuration changes.
- Under general direction and when deemed competent, the assistant will also be required to interpret water quality data and make necessary operational changes to treatment parameters, adjusting chemical dose rates and other plant performance criteria as a direct response to water quality results.
- Identify faults and operational condition of plant and report in accordance with asset management plan or statutory requirements.
- Ensure sludge and residuals are processed and disposed of without causing harm to the environment or the community.
- Maintain infrastructure and treatment plants and grounds in a neat and tidy condition.
- Participate in on-the-job training that will assist in ensuring a satisfactory knowledge and skill base.

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- The position holder will be required to attend workshops and seminars relevant to the position to ensure ongoing professional development.
- Ensure all Workplace Health & Safety requirements are adhered to.
- Use, handle and store chemicals in accordance with workplace health and safety requirements.
- Ensure chemical dosing is undertaken in an efficient and effective manner to meet plant processing and water quality requirements.
- Maintain information related to chemical supply and usage in accordance with statutory requirements.
- Collect samples and conduct relevant laboratory tests.
- Assist fitters in maintenance and repair operations.
- Record data and maintain a daily log of Plant flows and plant operations in SWIMLocal.
- Monitor Supervisory Control and Data Acquisition (SCADA) and Telemetry systems and respond to alarms from various locations, laptop, treatment plants and control room.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Characteristics of level 6

Employees would exercise trade or equivalent skills at a higher level than that applicable in Level 5. The work would generally involve the application of such skills in a more complex area or to a more advanced degree. The work would generally be performed under remote supervision.

Position Requirements

Knowledge

- Sound knowledge of Water and Wastewater Treatment Plant operations.
- Sound knowledge of Council computer systems and software including Microsoft Office.
- Sound knowledge of SCADA and Telemetry systems.
- Sound knowledge of mechanical maintenance and repair principles.
- Knowledge of workplace health and safety policies and regulations relevant to Treatment plants.
- Sound understanding of customer focus in Council operations.

Skills

- Sound reading and writing skills.
- Computer literacy with sound keyboard operation skills.
- Sound interpersonal and oral communication skills.
- Sound teamwork skills.
- Sound numeracy skills.
- Problem solving skills.
- Basic mechanical skills.

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Abilities

- Ability to analyse problems, make sound decisions and exercise good judgement in relation to changes to plant operation, as deemed necessary to carry out the role.
- Ability to read and complete workplace documentation and to make water industry measurements and calculations.
- Ability to assess and document risk and safety aspects associated with assigned works.
- Ability to follow both written and verbal instructions.
- Ability to work with limited supervision.
- Ability to undertake tasks as allocated from the Water & Wastewater Labourer's position description during periods of employment within the Fitting Crew.

Other Requirements

- On appointment, a satisfactory result from a pre-employment medical.
- Possession of immunisation record for Hepatitis A and Hepatitis B.
- Participation in the on-call roster and attendance to out-of-hours emergencies as required.
- Physically fit to enable manual labouring tasks (i.e. physical agility, manual strength and dexterity).
- Personal characteristics of commitment, honesty, integrity, reliability, motivation, and the ability to deal with pressure.
- Ongoing requirement to maintain facial hair at a sufficient length to successfully pass a Respiratory Personal Protective Equipment fit test for high risk works.

Experience and Qualifications

- Certificate III in Water Industry Operations (Treatment: Water and Wastewater).
- Experience in the operation of Treatment Plants.
- C Class driver's licence.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry or ability to obtain prior to commencement.
- Enter and Work in Confined Spaces certification (RIIWHWS202E).
- Working Safely at Heights certification (RIIWHWS204E).
- Aqua Card (qldwater).
- Brown Card (qldwater).
- Queensland Commercial Operator's Licence.
- Current First Aid Certificate.
- Authorised Person under the *Local Government Act 2009* and *Water Supply (Safety and Reliability) Act 2008*.

Core Competencies

These competencies relate to Award Level 6 positions:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.

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- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to

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ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire 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 times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.