

Treatment Plant Operator Trainee

POSITION DESCRIPTION



Position Number:	3989
Department:	Regional Services
Section:	Fitzroy River Water
Unit:	Treatment and Quality
Position Status:	Fixed Term Full Time
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Coordinator Treatment Operations
Revised:	February 2025

General Position Statement

This position supports Council's direction by assisting in providing effective and efficient operation and monitoring of water and/or sewerage treatment plant processes and infrastructure in a manner that is compliant with regulatory, environmental, safety and service level performance requirements.

Council is committed to providing progression opportunities during the traineeship. This progression is based on the trainee's completion of required modules and development of practical skills within the required timeframe.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Commitment to undertaking all traineeship requirements and to the successful completion of the traineeship.
- Work towards agreed timeframes to ensure progression through the traineeship.
- Studying towards a Certificate III in Water Industry Treatment.
- Assist with the effective and efficient operation of water and sewerage treatment process plants and associated infrastructure.
- Assist with maintenance and housekeeping of treatment plant sites, key equipment and plant to ensure safety and reliability of operations.
- Assist with sampling and analysis of physical and chemical water quality parameters for raw and treated waters associated with treatment processes in accordance with national and state guidelines and regulatory requirements.
- Assist with the monitoring, recording and management of key treatment plant process data used for performance reporting or process control.
- Assist with the storage and management of treatment chemicals and other high use consumables needed for treatment processes and advise on ordering requirements.
- Conduct plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance at treatment plants.
- Provide support for responding to customer enquiries related to water quality or other relevant issues.

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- Contribute positively to the Team through participation and cooperation. Comply with Council policies and procedures in an efficient and timely manner.
- Strong commitment to Workplace Health and Safety practices
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A genuine interest in and/or skills in the fundamentals of water and sewage treatment processes and drinking water supply systems.
- An understanding or ability to acquire knowledge of key water quality guidelines and regulatory requirements
- Developing knowledge of work practices and policies relevant to the section/unit.
- Ability to accurately complete/follow instructions and prioritise tasks.
- Ability to complete relevant national competency standards and training plans.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including the MS Office Suite.

Desirable Qualifications and Experience

- Laboratory and/or technical knowledge relevant to water quality analysis (e.g. microscopy, use of analytical equipment).
- Experience in a processing environment or plant operations.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an indoor/outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 30kg, repetitive bending, kneeling, twisting and/or squatting.

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Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	