

# Treatment Plant Operator POSITION DESCRIPTION



<b>Position Number:</b>	2567
<b>Department:</b>	Regional Services
<b>Section:</b>	Fitzroy River Water
<b>Unit:</b>	Treatment and Supply
<b>Position Status:</b>	Fixed Term Full Time
<b>Classification:</b>	Level 8/9 - Rockhampton Regional Council Certified Agreement 2018 – External Employees
<b>Reports To:</b>	Manager Fitzroy River Water
<b>Revised:</b>	May 2020

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## General Position Statement

This position supports Council's direction by 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.

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

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## Specific Responsibilities

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

- Deliver effective and efficient operation of water and/or sewerage treatment plants and associated infrastructure.
- Provide monitoring and analysis of water and/or sewerage treatment plant processes and the status of other key water and sewerage system assets in accordance with internal operational standards and with national and state guidelines and regulatory requirements.
- Record and collate operational and process performance data for internal and external reporting requirements.
- Undertake afterhours job dispatch function for customer requests and reactive maintenance of Regional Services infrastructure and services.
- Supervise the unloading and storage of chemicals used in the water and sewerage treatment plant process operations.
- Maintain an inventory of treatment chemicals and other high use consumables needed for treatment processes and advice on ordering requirements.
- Carry out plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance at treatment plants.
- Contribute towards development of a strong organisational image and good community relations.
- Contribute positively to the team through participation and cooperation.

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- Comply with Council policies and procedures in an efficient and timely manner.
- Promote a work environment that supports Council's 'Zero Harm' strategies and approach to maximising employee wellbeing.
- 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.

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## Position Requirements

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

### Skills/Competencies

- Knowledge of key water quality guidelines and regulatory requirements including NH&MRC and State Government administered documents and legislation.
- Knowledge of the fundamentals of water and sewage treatment processes and drinking water supply systems.
- Demonstrated ability to self-manage, plan and prioritise effectively.
- Ability to work with minimum supervision.
- Ability to provide specific training and supervision of staff as required.
- Good communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Ability to effectively operate Council's computer systems, including the MS Office Suite.
- Thorough knowledge of work practices and policies relevant to the work area.
- 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.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

### Qualifications

- Qualifications (Certificate II or higher in Water and/or Sewage Treatment Plant Operation) and demonstrated experience as an operator of water and/or sewage treatment plants.

### Desirable Qualifications and Experience

- Experience in the maintenance of water and wastewater treatment plants and related equipment.
- Basic laboratory and/or field technical experience relevant to water quality analysis (e.g. microscopy, use of analytical equipment).
- Experience liaising with external customers regarding customer complaints about water and sewerage services.

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## 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 outdoor/indoor 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.

## 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.
- Ability to work after hours, be on-call and/or attend to callouts.
- 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.

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## 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.

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## 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.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	

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<b>Present Incumbent:</b>	
<b>Signature:</b>	
<b>Date:</b>	