



POSITION DESCRIPTION

WASTEWATER TREATMENT PLANT OPERATOR

Position Number:	721	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream B) – State 2017		
Certified Agreement:	Paroo Shire Council – Operational Staff Certified Agreement 2021-2024		
Classification Level:	8	Employment Type:	Permanent Full Time
Department / Team:	Infrastructure / Utilities		
Reports to:	Town Services Coordinator	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of *integrity, efficiency and continuous improvement* and exhibit the following values:

P – Pride

A – Accountability

R – Respect

O – Open and Transparent

O – Opportunities for Employment

S – Safety

C – Commitment



Position Objectives

The Wastewater Treatment Plant Operator is responsible for operating and maintaining the Wastewater Treatment Plant to meet Council and regulatory requirements. This includes reporting treatment plant performance by monitoring and maintaining the facilities and plant used in the production and maintenance of safe and acceptable water supply and wastewater licence discharge requirements. The position is flexible and adaptable and provides assistance to other members of the Utilities Team as required.

Key Responsibilities

- Manage the production, delivery and storage of water to Australian Drinking Water Guidelines (ADWG) standards, operating within Council's Drinking Water Quality Management and Recycled Water Management Plans.
- Operate, maintain and repair water supply and wastewater infrastructure including water quality monitoring.
- Operate pumps, valves and gates to control the flow of water/waste.
- Monitor flow meters, pressure gauges, power usage and water/waste quality.
- Utilise the SCADA/Telemetry network and associated equipment to monitor key operational parameters and respond to alarms/exceedances accordingly.
- Detect and report changes in water/wastewater treatment which may affect quality, distribution and supply to the Supervisor via log sheets.
- Respond promptly to operational changes to ensure continuity of supply of treated water/wastewater to defined standards.
- Collect samples for analysis and undertake routine analysis, to meet regulatory requirements.
- Update Council's water information management system (SWIMs) with operational tasks and test results.
- Ensure safe use and storage of dangerous goods (e.g. Chlorine, hydrochloric acid) as per individual products safety data sheet.

- Perform site specific testing to maintain plant integrity and the plant's ability to perform as per design requirements.
- Respond to enquiries from internal and external customers promptly and professionally.
- Participate in training, exercises and response to disaster management and recovery as required.
- Participate in the On-call Roster and attend to out of hours emergencies as required and weekend checks on the plant.
- Undertake routine administrative tasks as required by the position e.g. maintaining log sheets, asset records and monthly reports.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Undertake other relevant duties as directed, consistent with skills, competence and training, including to carry out labouring duties to assist plumbing staff as required.

Qualifications, Skills and Experience

Essential

- Certificate III in Water Industry Operations, or ability to acquire.
- 'C' Class Queensland Drivers Licence or higher.
- Construction Safety Induction Card (White Card).
- Current immunisations (or willingness to obtain) - Hepatitis A & B and Tetanus.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience in the operation and maintenance of Water and Wastewater Treatment Plants.
- Demonstrated knowledge of relevant treatment operation legislative requirements.
- Demonstrated ability to work under minimal supervision to manage and meet timeframes and deadlines and be capable of carrying out the physical requirements of the position, following all safety and PPE requirements.
- Demonstrated ability to troubleshoot and resolve / report process issues.
- Sound written and verbal communication, literacy, numeracy and computer skills, the use of SCADA/Telemetry equipment and Microsoft Office suite.
- Flexibility to work hours as operationally required to complete works and the ability to undertake work outside of normal business hours including participating in an on-call roster.

Desirable

- Agricultural Chemical Distribution Commercial Operators Licence.
- First Aid and CPR Certificate.
- Confined Space Entry Certificate.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____