

Burdekin Shire Council is currently seeking applications for a Trainee Treatment Operator.

The successful applicant will assist in the provision of services in the treatment of water and wastewater to the residents of the Burdekin Shire through the successful completion of a Certificate III in Water Operations and the efficient operation and maintenance of Water and Wastewater Treatment Plants. The traineeship has a nominal duration of two years. Continuing employment after completion of the traineeship is not guaranteed.

This traineeship opportunity is made available with the assistance of government funding; therefore, successful appointment will be dependent on applicants meeting specific funding criteria contained in the attached Traineeship Eligibility Questionnaire. Funding eligibility will be assessed upon receipt of your application.

The key responsibilities include:

- Successfully complete a Certificate III in Water Operations within the required time frame through study and application in the workplace.
- Assist in operation and maintenance of treatment plants e.g. sedimentation and disinfection in accordance with established procedures.
- Perform routine plant inspections to maintain plant operating capability as directed.
- Under close direction, adjust chemical dose rates in response to water quality issues and monitor treatment plant operating parameters.
- Monitor operational status of plant and report observations to senior operators.
- Under regular direction ensure sludge and residuals are processed without causing harm to the environment or the community.
- Participate in on the job training to develop knowledge and skill base.

Applicants should familiarise themselves with the entire position description.

Wages and Conditions of employment will be determined in accordance with the Order – Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities) 2003; Queensland Local Government Industry (Stream B) Award – State 2017 and Council's Certified Agreement. The commencing wage is \$1,304.99 gross per fortnight.

Applications for **20/03 – Trainee Treatment Operator** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

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

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail to – Confidential Application No. 20/03, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 28 January 2020 at 5.00pm.

For further information regarding this position please contact the Manager Operations – Wayne Saldumbide or Project Engineer – Callan Paige on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality with 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. Ability and willingness to undertake and successfully complete study for a Certificate III in Water Operations and other training and development as required.
2. General Construction Induction White Card.
3. Sound written and verbal communication skills and the ability to work in confronting environments.
4. Ability to read, write and perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position.
5. Ability to assess and document risks and safety aspects associated with worksites.
6. C class driver's licence.

**Desirable**

1. Possess basic mechanical skills to carry out preventative maintenance on plant components.
2. Possess an interest in laboratory techniques and chemistry.
3. Demonstrated ability to work in a team environment and to follow instructions.
4. Demonstrated computer operating skills.

Trainee/Apprenticeship opportunities are made available by Burdekin Shire Council with the assistance of government funding.

Certain information (including date of birth) is required from applicants to confirm eligibility for participation.

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Do you hold any current qualifications – either Certificate, Diploma or University Degree Level

☐ No ☐ Yes

If yes, please provide details of all qualifications currently held:

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2. Do you identify with any of the following groups (any of these groups assist eligibility):

Are you aboriginal and Torres Strait Islander ☐ No ☐ Yes

Migrants and refugees from culturally and linguistically diverse backgrounds ☐ No ☐ Yes

If yes, please provide brief details of your ethnic/cultural background:

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Person with a disability ☐ No ☐ Yes

If yes, please provide brief details of disability:

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Displaced worker (that is, lost employment with another employer) ☐ No ☐ Yes

If yes, please provide brief details of previous employment:

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Women re-entering the workforce ☐ No ☐ Yes

If yes, please advise brief details surrounding your current situation:

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3. Are you currently on any government benefits (e.g. Newstart or Disability) ☐ No ☐ Yes

If yes, please advise details of current benefit:

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4. Are you currently registered with a job network provider ☐ No ☐ Yes

If yes, which job network provider:

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<b>Position Number</b>	30172
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Section</b>	Section 5 – Operational Services
<b>Award Level</b>	Level 4
<b>Reports To</b>	Senior Treatment Operator
<b>Place of Employment</b>	Ayr Wastewater Treatment Plant

## Position Objective

Be an enthusiastic, productive and reliable member of the Burdekin Shire Council – Water and Wastewater team in providing effective services in the treatment of water and wastewater to the residents of the Burdekin Shire through the successful completion of a Certificate III in Water Operations and the efficient operation and maintenance of Water and Wastewater Treatment Plants.

## 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:

- Successfully complete a Certificate III in Water Operations within the required time frame through study and application in the workplace.
- Assist in operation and maintenance of treatment plants e.g. sedimentation and disinfection in accordance with established procedures.
- Perform routine plant inspections to maintain plant operating capability as directed.
- Under close direction, adjust chemical dose rates in response to water quality issues and monitor treatment plant operating parameters.
- Monitor operational status of plant and report observations to senior operators.
- Under regular direction ensure sludge and residuals are processed without causing harm to the environment or the community.
- Maintain treatment plant grounds as directed.
- Participate in on the job training to develop knowledge and skill base.
- The position holder may be required to attend workshops and seminars relevant to the position and to work at other sites and jurisdictions to ensure the completeness of their training.
- Ensure all Work Health & Safety requirements are adhered to.
- Use, handle and store chemicals in accordance with work health and safety requirements.

- Maintain information related to chemical supply and usage in accordance with statutory requirements.
- Collect water samples and conduct relevant laboratory tests as directed.
- Record data in SWIM Local and maintain a daily log of Plant flows and plant operations as directed.
- Monitor SCADA and Telemetry systems and respond to alarms from various locations, laptop, treatment plants and control room.

## Position Requirements

This is a two-year traineeship and as such, the listed knowledge, skills, and abilities will be acquired over the course of the program, with the level of application improving from year to year.

### Knowledge

- Sound knowledge of Water and Wastewater Treatment plant operations.
- Sound knowledge of Supervisory Control and Data Acquisition (SCADA) and Telemetry.
- Working knowledge of Work Health and Safety Act and Regulations and their application in the work area.
- Sound understanding and appreciation of customer focus in Council operations.
- Sound knowledge of laboratory techniques including basic chemistry.
- Sound knowledge of computer operations and software programs related to this workplace.
- Working knowledge of mechanical plant components enough to provide regular maintenance duties.

### Skills

- Computer literacy.
- Problem analyse and solving skills.
- Sound decision making skills.
- Skills in exercising good judgement in relation to changes to plant operation.
- Basic mechanical and preventative maintenance skills.
- Sound reading and writing skills to complete workplace documentation.
- Numeracy skills to make water industry measurements and calculations.
- Sound verbal communication skills.
- Sound teamwork skills.

### Abilities

- Ability to undertake and complete tasks as allocated efficiently and within allocated timeframes.
- Ability to read, write and perform numerical calculations (weights, volume, ratio and quantities) to a standard commensurate with the requirements and classification of the position
- Ability to assess and document risks and safety aspects associated with works
- Physically fit to enable manual labouring tasks (i.e. physical agility, manual strength and dexterity).
- Ability to learn computer software programs and apply this knowledge to the workplace.

#### Other Requirements

- On appointment, a satisfactory result from a pre-employment medical.
- Possession of immunisation record for Hepatitis A and Hepatitis B.
- Availability to work overtime on weekends on a rostered basis.
- Participate in the on-call roster being available to attend callouts within a short period of time.
- Attend training sessions as required by management.
- Possess an interest in laboratory techniques and chemistry.

#### Experience and Qualifications

- Certificate III Water Operations.
- Experience in operating a wastewater treatment plant.
- Minimum of C Class driver's licence.
- First Aid Certificate.
- Confined Spaces Certificate.
- General Construction Induction White Card.

#### 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 4

Employees perform more highly skilled and often, specialised tasks. In some cases, these tasks would require formal training and involve the holding of an appropriate authority. A sound knowledge of Council by-laws or legislative provisions relevant to the area of work would also be a feature. The work would be performed under general supervision.

#### Core Competencies

These competencies relate to Award Level 4 positions:

##### Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- 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.

#### Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

#### 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.

#### 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.

#### 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.

#### 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 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).



## Position Description

### Trainee Treatment Operator

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.