

**Senior Treatment Operator – Water and Wastewater
Re-advertised**

Burdekin Shire Council is seeking applications for a Senior Treatment Operator to assist in provision of efficient and effective services in the treatment of water and wastewater.

The Position

The key responsibilities include:

- Schedule and lead staff in quality sampling, testing, recording and reporting to monitor and improve operational compliance of Treatment Plants with statutory licence conditions and regulations, including the Burdekin Shire Council's management plans.
- Perform routine treatment plant inspections to monitor operational condition of the plant, maintain plant operating capability and organise any maintenance work or configuration changes.
- Lead prompt response to operational changes to ensure treated water and wastewater comply with licence and guideline standards.
- Lead, mentor, and train treatment operators, assistant treatment operators and trainee treatment operators in day-to-day site operations.

The Person

The successful applicant will possess the following attributes at a minimum:

- Certificate III Water Industry Operations or equivalent.
- Considerable experience in the operation and maintenance of water and wastewater treatment systems.
- Sound literacy, numeracy, and problem-solving skills.
- Preparedness to participate in an emergency on-call roster (which includes availability for after hours and weekends for periods of seven days), weekends on a roster basis, and flexible hours when necessary.
- Possession of a current C Class driver's licence.
- General Construction Induction White Card.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,458.00.

Applications for **20/16 – Senior 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
- Mail – Confidential Application No. 20/16, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 31 March 2020 at 5.00pm.

For further information contact Hashem Samiraninezhad – Water and Wastewater Coordinator – Treatment Operations on (07) 4783 9800.

Selection Criteria

Senior Treatment Operator – Water and Wastewater

Re-advertised

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. Certificate III Water Industry Operations or equivalent.
2. Considerable experience in the operation and maintenance of water and wastewater treatment systems.
3. Sound literacy, numeracy, and problem-solving skills.
4. Preparedness to participate in an emergency on-call roster (which includes availability for after hours and weekends for periods of seven days), weekends on a roster basis, and flexible hours when necessary.
5. Possession of a current C Class driver's licence.
6. General Construction Induction White Card.

Desirable

1. Certificate IV Water Treatment Operations or the ability to obtain this qualification within two years of enrolment.
2. Immunisation record for Hepatitis A and Hepatitis B vaccinations.
3. Confined Spaces certification.
4. Demonstrated computer literacy and knowledge of SCADA and Telemetry systems.
5. Possess basic mechanical skills to carry out maintenance and repair on plant and equipment.

Position Number	30211
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 9
Reports To	Water and Wastewater Coordinator – Treatment Operations
Place of Employment	Treatment Plant, Bruce Highway, Ayr

Position Objective

Be an enthusiastic, productive and reliable member of the Burdekin Shire Council – Water and Wastewater team by providing efficient and effective services in the treatment of water and wastewater through the operation and maintenance of wastewater treatment plants and pump stations to ensure environmental compliance with statutory licence conditions including the Site Based Management Plan and Receiving Environment Monitoring Program; water treatment plants in compliance with the Burdekin Shire Council Drinking Water Quality Management Plan and Australian Drinking Water Guidelines.

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:

- Schedule and Lead quality sampling, testing, recording and reporting to monitor and improve operational compliance of Treatment Plants with statutory licence conditions and regulations, including the Burdekin Shire Council's management plans.
- Perform routine treatment plant inspections to monitor operational condition of the plant, maintain plant operating capability and organise any maintenance work or configuration changes.
- Lead prompt response to operational changes to ensure treated water and wastewater comply with licence and guideline standards.
- Ensure that processes are frequently monitored, chemicals and dosing levels are maintained, and dosing equipment adjusted as necessary.
- Interpret plant performance data and act promptly to maintain process control.
- Promptly initiate repairs and adjustments and, if required, call for assistance from contractors or workshop and follow up to ensure timely completion.
- Promptly inform Management of deviations from normal processing and actions taken to correct them.
- Ensure economy and efficiency in treatment by continually optimising processes and resources.

- Be responsible for planning and managing the work programmes of allocated staff providing technical and operational advice as required.
- Assist the Water & Wastewater Coordinator Treatment Operations in developing and reviewing procedures to continually improve operational efficiency and legislative compliance within the Section.
- Lead, mentor and train treatment operators, assistant treatment operators and trainee treatment operators to ensure continuous improvement of operational practices.
- Participate in on-the-job training, attend workshops and seminars relevant to the position to ensure ongoing professional development.
- Monitor SCADA and Telemetry systems and respond to alarms from various locations, including treatment plants, control room and via laptop/tablet..

Position Requirements

Knowledge

- Working knowledge of Australian Drinking Water Guidelines and function and operation of Drinking Water Quality Management Plans.
- Sound knowledge of the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 and their application in the workplace.
- Broad knowledge of water treatment technologies.
- Broad knowledge of sewage treatment technologies.
- Functional knowledge of the principles of process control systems.
- Working knowledge of the Environmental Protection Act 1994 and Environmental Protection Regulation 2008.
- Comprehensive knowledge of process equipment, chemicals, materials, testing and controlling of water and wastewater treatment.
- Sound knowledge of mechanical electrical and electronic equipment used in water and wastewater treatment and handling.

Skills

- Sound analytical and problem-solving skills.
- Sound literacy and numeracy skills.
- Sound computer literacy to the recording and reporting level required.
- Sound interpersonal communication skills.
- Time management skills.
- Sound written and verbal communication skills.

Abilities

- Ability to monitor and interpret water and wastewater quality results and make prompt adjustments to correct and meet licence requirements.
- Ability to work under remote supervision.
- Ability to plan and complete work within agreed time frames.
- Ability to manage time effectively and plan own work and that of team.
- Ability to understand and assess risks and safety aspects associated with work.
- Ability to follow both verbal and written instructions.

Other Requirements

- Possession of immunisation record for Hepatitis A and Hepatitis B.

- On appointment, a satisfactory result from a pre-employment medical.
- Physically fit to undertake manual handling and labouring tasks for extended periods in direct sunlight.
- Attend out-of-hours emergencies as required.
- Be available to work a reasonable amount of overtime.
- Participate in On-call Roster for Water and Wastewater Section as required.

Experience and Qualifications

- Certificate IV Water Industry Operations or equivalent.
- Considerable experience in the operation and maintenance of water and wastewater treatment systems.
- Confined Spaces – RIIWHS202D – Enter and work in confined spaces.
- Current C class driver's licence.
- First Aid Certificate.
- General Construction Induction White Card.
- Qldwater Aqua Card.
- Authorised Personal and Local Government Worker Training.

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 9

At this level, employees would operate major installations involving highly complex equipment and automated processes. This would require authority to determine appropriate procedures and corrective measures without reference to senior officers.

Activities normally associated with this level would include:

- Operation of a class 1 sewerage treatment plant.

Occupations normally associated with this level include:

- Operator class 1 sewerage treatment plant.

Core Competencies

These competencies relate to Award Level 8 and above 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.
- 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 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.