

## Position Description

<b>Role Title:</b>	Water Sewerage Operator's Assistant	<b>Level:</b>	WDRC External EBA Level 6
<b>Section:</b>	Water Treatment Plant	<b>Salary:</b>	\$54,069.60 (plus 9.5% or optional 12% super)
<b>Department:</b>	Utilities	<b>Vacancy Reference:</b>	760; 787
<b>Division:</b>	Infrastructure Services	<b>Contact:</b>	Utilities Manager, Tim Low
<b>Location:</b>	Regional	<b>Telephone:</b>	07 4679 4634
<b>Basis of Employment:</b>	Full Time		

### Our Organisation

Western Downs Regional Council (WDRC) is a dynamic organisation committed to providing outstanding service to the local community. Everything we do is underpinned by our positive culture and internal brand which includes being an organisation that cares about its people and their safety, is future focused and strives to make a real difference to our community. Our behaviour reflects our organisational values: **Communication, Leadership, Respect, Balance, Team Work, and Accountability.**

Here at WDRC we are passionate about what we do. We offer you a culture that is reflective of this and, as such, you will be working in an organisation that focuses on continuous improvement and promotes innovation at all levels through challenging the status quo to discover new and better ways of doing things.

### Safety First

Western Downs Regional Council is committed to fostering a Safety First work environment that eliminates or manages hazards that have the ability to cause injury or illness to our employees, communities, assets and customers. Council's Safety First values include pre-employment medicals and random drug and alcohol testing.

### Role Overview

Operating from within the Utilities Department to provide safe Water and Wastewater supplies, the Operator's Assistant will assist the Utilities Supervisor in the coordination of Council's water, sewerage services in all communities throughout the area of responsibility of the group. This includes meeting the statutory requirements for performance, safety and environmental management, and ensuring the customer service standards are achieved to a high standard.

### Key Responsibilities

This role encompasses a range of duties responsibilities and accountabilities which may vary as directed by Council, they include:

- Assisting the Treatment Plant Operator:
  - in operating Council's Treatment Plants in accordance with standard operating procedures
  - with the daily recording of all required data and testing on the internal plant log sheet as well as the online log sheets
  - with ensuring all scheduled testing is completed on time and in accordance with approved testing procedures and recorded daily on log sheets
  - with ensuring only Council approved testing equipment is used and is up to date with the calibration schedule
  - with monitoring trends in data so they can alert your supervisor, Coordinator and Treatment Principal to any and all potential problems
  - with ensuring Plant optimisation changes, as directed by the Treatment Principal, are fully implemented
- Assisting in the day to day operation and maintenance of water treatment plants, pump stations, bores, reservoirs and associated infrastructure
- Assisting in the day to day operation and maintenance of plants, including environmental and process monitoring
- Assisting in the day to day operation and maintenance of wastewater treatment plants, pump stations, and associated infrastructure
- Assisting in the day to day monitoring, operation and maintenance of ultra-filtration recycled water treatment
- Performing a variety of operational, maintenance, monitoring and administrative tasks associated with the day to day running of a water, recycled water and wastewater treatment process
- Assisting in the operation of plant and equipment in accordance with qualifications
- Undertake manual handling
- Providing relief duties in other centres within the region when required and at short notice
- Ensuring allocated tasks are consistently completed within agreed time frames
- Participating in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively

and efficiently

- Demonstrating cooperation toward other employees and contributing to the achievements of Council's aims and objectives
- Adhering to Council's Code of Conduct at all times and providing efficient and courteous customer service to Council's customers
- Adhering to relevant legislative requirements and standards including Council policies and local laws
- Upholding a Safety First Culture in all workplace activities
- Other duties as directed

### Critical Competencies

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they link to the responsibilities for this position.

Proven/Demonstrated experience in:

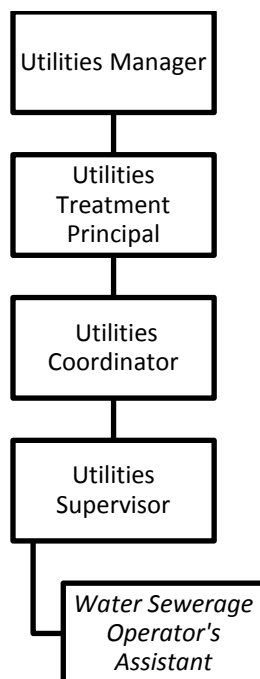
- Creating customer-focused practises and promote customer service as a Council value
- Sound written and oral communication skills
- Ability to multi-task while maintaining high attention to detail
- Ability to manage up and develop rapport with stakeholders and customers
- Ability to work independently and in a team environment to work towards and achieve team objectives

### Required Knowledge / Qualifications

It is essential that a person in this position hold a Safety Construction White Card and be able to demonstrate equivalent related experience. It is also highly desirable for the person in this position to have other qualifications such as mechanical, electrical or plumbing trades; and backhoe, truck/MR and other related plant operator licences.

### Additional Information

- You will need to reside in or adjacent to town for emergency callouts
- You will be required to participate in on-call roster (only under direction of a certified operator)
- The current financial delegation for this position is \$ NIL
- To apply for this position, submit an application including a cover letter and resume online via Council's website [www.wdrc.qld.gov.au](http://www.wdrc.qld.gov.au) or SEEK [www.seek.com.au](http://www.seek.com.au)
- The reporting relationship for this position is shown below:



### Employee Signature

Name:

Signature:

Date:

HR Reviewed April 2018

