

Position Description

Role Title	Assistant Water Sewerage Treatment Plant Operator / Trainee Assistant Water Sewerage Operator	Level:	WDRC External EBA Level 4-7
Section:	Water Treatment Plant	Salary	\$51,485.20 - \$55,859.58 (plus 9.5% or optional 12% super)
Department:	Utilities	Vacancy Reference:	266; 461; 615; 682; 687; 1017; 1035; 1098; 1216; 1218
Division:	Infrastructure Services	Contact	Utilities Manager, Tim Low
Location:	Regional	Telephone	07 4679 4637
Basis of Employment:	* Full Time for certified operator. Fixed Term 2 years with transitions to Full Time upon successful completion of Cert III in Water Operations qualification.		

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 Assistant Treatment Plant operator / Trainee Assistant Water Sewerage Operator 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, including:

- Accountability for the operation of Council's Treatment Plants in accordance with standard operating procedures
- Accountability for the daily recording of all required data and testing on the internal plant log sheet as well as the online log sheets
- Ensuring that all scheduled testing is completed on time in accordance with approved testing procedures and recorded daily on log sheets
- Ensuring that only Council approved testing equipment is used and is up to date with the calibration schedule
- Monitoring trends in data and alerting your Supervisor, Coordinator and Treatment Principal to any and all potential problems
- Ensuring that Plant optimisation changes as directed by the Treatment Principal are implemented fully
- Performing maintenance duties i.e. mowing within the Treatment Plant facilities to ensure its immaculate presentation
- Conducting safety assessments
- Assisting in the day to day operation and maintenance of Water Treatment Plants including:
 - pump stations
 - bores
 - reservoirs
 - environmental and process monitoring
 - associated infrastructure

- 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
- Operating plant and equipment in accordance with qualifications
- Undertaking 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 provide efficient and courteous customer service to Council's customers
- Adhering to relevant legislative requirements and standards i.e. Council policies, procedures 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, achievement and potential in the following critical competencies as they link to the responsibilities for this position.

Proven/Demonstrated experience:

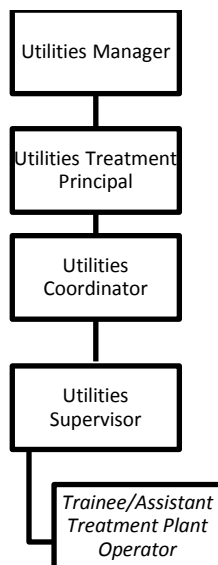
- Ability to undertake and successfully complete within two (2) years a Certificate III in Water Operations
- Creating customer-focused practises and promote customer service as a Council value
- Sound written and oral communication skills
- Ability to multi-task while maintaining high attention to detail
- 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 the person in this position hold or be willing to obtain within two (2) years of commencing employment a Certificate III in Water Operations. You must also hold a Construction White Card and it is highly desirable for the person to 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 tickets and 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 (once competent)
- 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 or SEEK www.seek.com.au
- The reporting relationship for this position is shown below:



Employee Signature

Name:

HR Reviewed April 2018

Signature:

Date:

