

POSITION DESCRIPTION

Position Title:	Operators Assistant Water and Wastewater Treatment
Position Number/s:	INF-L34
Employment Type:	Full Time – Limited Tenure (up to 2 years)
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 6
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under general supervision this position undertakes duties to assist Operators with maintenance of Charters Towers Regional Council's Water Treatment Plants, Weir Pumping Station and Sewerage Treatment Plants as required to provide continuous supply of potable water and safe, effective sewage treatment systems for Charters Towers and the outer townships.

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Water and Wastewater Treatment Plant Operator

Directly supervises: Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Under instruction perform housekeeping maintenance for the Charters Towers Water Treatment Plant, Raw and Treated Water Pumping Stations and the Burdekin Weir and associated Raw Water Pumping Station to ensure that the pumping, treatment, and delivery systems perform as required.
2. Under instruction perform housekeeping maintenance for Council's Sewerage Treatment Plant in accordance with its Environmental Licence.
3. Under instruction take necessary actions to address faults and maintain operational condition of equipment to support effective and efficient operation of treatment and delivery systems in accordance with statutory requirements.
4. Under instruction collect samples as required under Council's Water Service Provider responsibilities and its Environmental Licence. Conduct relevant laboratory tests and recording of results as necessary to ensure effective treatment processes.
5. Collect and record data and maintain daily logs of flow, water quality and plant operations
6. Under instruction monitor SCADA telemetry systems and use the SCADA to analyse processes and take any necessary corrective actions to maintain treated water quality and quantity.
7. Safely operate a variety of hand and power tools.
8. Assist with the maintenance of records of plant including operational logs, plant hours, daily diaries, chemical inventories, data logs and results of laboratory tests.

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9. Assist in the start-up, shut down and periodic operational checks of plant and equipment such as pumps, measuring devices, control systems and participate in routine preventative maintenance
10. Assist in maintaining grounds and surrounds of treatment plants, storage reservoirs and pipelines, including the attending to mowing and clearing of vegetation, to ensure unimpeded access at all times.
11. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under *the Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Effective and efficient time management skills with the ability to apply attention to detail.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Ability to work effectively in a small team, in a professional and positive manner.
- Ability and willingness to undertake specific training relating to this role; ie Confined Space Entry, Working at Heights, Chlorine Awareness and Operation and Use of Self-Contained Breathing Apparatus.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Good verbal and written communication skills including the ability to liaise with a wide range of people at all levels.
- Sound computer skills.

Desirable:

- General Knowledge or previous exposure to the operation and maintenance of water and wastewater treatment plants.

| Education/Qualifications |

Essential:

- Minimum completion of Year 10 or equivalent with sound results in Mathematics and English.

Desirable:

- General Safety Induction (Construction Industry) "White Card".
- Relevant industry qualifications such as a Certificate III in Water and Wastewater Treatment Plant operation or equivalent.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' class drivers' licence.

Desirable:

- Possession of Forklift Licence.

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PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work exposed to inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This role will require you to participate in after-hours work and be part of an on-call roster as the need may arise to ensure the continuity of service to Charters Towers Regional Council's customers.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION AUTHORIZATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____