

POSITION DESCRIPTION

WATER OPERATOR

Department

Operations

Division

Operational Services

Reports to

Director of Operations

Award Classification

Queensland Local Government Industry (Stream B) Award – State 2017

Division 2 – Section 5: Operational Services

Award Classification Level

Level 8

Employment Status

Award Full Time

Employment Term

Ongoing

Hours of Duty

38 hours per week

Conditions of Employment

Salary and conditions of employment will be in accordance with the Queensland Local Government Industry (Stream B) Award - State 2017. A commitment to Council's policies, instructions, procedures, and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct, will be expected.

Workplace Health & Safety Requirements

Employees are required to comply with Council's workplace health and safety policy, the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011 and any reasonable instruction given by their supervisor in respect to the health and safety of themselves and others.

Superannuation

Superannuation contributions will be made to a complying superannuation fund nominated in the relevant industrial instrument at the level required by the relevant industrial instrument and in accordance with statutory requirements.

Mandatory Eligibility Requirements

There are mandatory pre-employment compliance requirements relevant to this position.

Primary Objectives of the Position

The Water Operator ensures the provision of uninterrupted and compliant Water and Wastewater services to the residents of Hope Vale Shire by working effectively in the Water and Wastewater team to ensure the efficient operation and maintenance of the water and wastewater treatment plants, pumping stations and associated infrastructure.

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KEY DUTIES AND RESPONSIBILITIES

Operate pumps, valves and gates to control the flow of water or waste

Regulate water flow through stages of the treatment such as filtering, the addition of chemicals (polymers, for example) and aeration

Receive, load and unload chemicals

Prepare reports and log details of plant operations

Perform routine servicing and cleaning of water storage facilities, plants and pipes, and repair faults in water supply and storage systems

Service the distribution system leading from the treatment plant

Operate and maintain plant facilities, reservoirs and dams, including waste disposal or water purification equipment; monitoring flow meters, pressure gauges, power usage and wastewater quality; and assisting with operation, monitoring and trouble-shooting the water and waste treatment facility and its processes

Supervise staff and assist with training of new operators

Receive, monitor and respond to remote alarms

Operate locks and adjust the water level in weirs

Control and monitor the biological treatment plant process

Maintaining optimum water quality by use of treatment processes

Ensure response to breakdowns and emergency faults of the community's essential services infrastructure and follow all relevant procedures and operations from relevant stakeholders to alleviate and correct arising infrastructure breakdowns.

Assist the Supervisor with review of Council's Essential Service Policies and Procedures on a regular basis to ensure compliance.

Liaise with the Council Building team to sign off on any Upgrade/New plumbing work as requested from Operations Manager to meet local requirements.

Provide basic and minor technical support aspects regarding trouble-shooting and plant operations to achieve compliance requirements under the direction supervisor.

Perform all aspects of sampling, monitoring and testing required to main compliance including: regular sampling of raw and treated water supply for chemical and bacteriological testing; regular sampling of untreated and treated effluent for chemical and bacteriological testing; and regular testing of untreated and treated effluent to verify treatment parameters.

Carry out additional duties as requested from time to time by Operations Manager.

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Service Delivery

- Corporate Governance – ensure all systems, processes and actions aligned with good Corporate Governance principles
- Reliability and Timeliness – available and engage with staff, the community, key stakeholders and provide reports and/or responses in respectful, meaningful, professional and timely manner
- Remain Current – maintain and continually develop knowledge with changes to legislation, policies and implement appropriate systems and documentation to support change/s.
- Compliance – ensure ongoing compliance with staff probity, training and policy development/changes.
- Continuous Improvement – constant evaluation and review of policies, procedures and systems by seeking input from key staff to improve efficiencies and accuracy
- Quality - actively participate and contribute to quality improvement activities.

Customer Service

- Communicate and engage professionally with internal and external stakeholders.
- Build and maintain positive relationships.

Administration and Support

- Always maintain confidentiality and work by the code of conduct of the Hope Vale Aboriginal Shire Council.
- Ensure an accurate record keeping process and information management system is followed and regularly updated.
- Be familiar with and observe the Council's policy and procedures.
- Attend staff meetings.
- At all times, adhere to safety principles, Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, and Codes of Practice. Refer to Council policies for the maintenance of a safe working environment within the team and the organisation.
- Other duties within scope of the position level as directed.

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MANDATORY ELIGIBILITY REQUIREMENTS

Passing of pre-employment health check inclusive of drug and alcohol testing

Satisfactory and current Nationally Coordinated Criminal History Certificate with no disclosable outcomes

Current "C" Class Motor Vehicle Licence

Current Construction White Card

Current first aid certificate

All other mandated legislative requirements that may be introduced during your employment

KEY SELECTION CRITERIA

- Minimum 5 years plumbing or related water and waste industry experience.
- Current "C" Class Motor Vehicle Licence.
- Knowledge and awareness of the relevant regulations.
- Strong time management and organisational skills with an attention to detail.
- Demonstrated ability to manage own time effectively, work independently and use initiative.
- Proven well developed communication and interpersonal skills.
- Ability to exercise sound judgement and carry out instructions with minimum supervision.
- Excellent trouble-shooting experience and skills.
- Prior local government experience.
- Previous experience working in an indigenous community or with first nations people.

Skill Competencies Expected

- Leadership & Management: Ability to lead a team, motivate contractors, and solve problems on-site.
- Technical Knowledge: Ability to read and interpret regulations and specifications.
- Time Management: Ability to manage multiple tasks simultaneously.
- Communication: Strong verbal and written communicator with the ability to build trust with all stakeholders, including team members, customers, and trades.
- Reporting: Good report writing skills.

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Performance Indicators

- Successful delivery of the primary objectives of the position.
- Compliance with Council's Code of Conduct.
- Adherence to all relevant council policies and procedures, your contract of employment and relevant legislation.
- Completion of duties within agreed timeframes in an efficient and professional manner. Maintenance of all mandatory pre-employment compliance certificates, cards, and licenses that form as a condition of this employment, for the duration of the employment.
- Prompt reporting of any difficulties encountered and/or remedial actions required. Reliability and courteous always.
- Punctuality.



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ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents:

Employee Name (Please Print)

Date

Employee Signature

Supervisor's Signature

Date

