



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION  
DESCRIPTION



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Senior Water and Wastewater Operator	<b>CLASSIFICATION</b>	Level Nine (9)
<b>DIRECTORATE</b>	Water and Waste	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream B
<b>DEPARTMENT</b>	Operations and Maintenance	<b>REPORTS TO</b>	Treatment Plant Supervisor – South
<b>POSITION NO.</b>	81,016.00	<b>LAST REVIEW DATE</b>	25 May 2020

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DEPARTMENT SUMMARY:

The Water and Waste Directorate ensures an integrated approach to internal organisational services across the organisation. The Operations and Maintenance Department is responsible for managing and maintaining a safe, quality water supply and reliable waste collection and treatment service to the Isaac Regional Council communities. These services are managed in alignment with regulatory and legislative requirements.

## C. POSITION SUMMARY:

The Senior Water and Wastewater Operator position is responsible for the efficient and effective 'hands on' day to day operation of Council's Water and Wastewater Treatment Plants.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Operate the Water and Wastewater Treatment Plants, ensuring legislative requirements are met;
2. Act autonomously in determining appropriate procedures and corrective measures;
3. Provide daily direction, mentoring and training to team members;
4. Meet water quality guidelines as per government legislation;
5. Identify, raise and resolve problems associated with the running of the Water and Wastewater Treatment Plants;
6. Ensure council safety guidelines are met;
7. Manage maintenance procedures for Water and Wastewater Treatment equipment and plant;

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8. Travel and work at other Water and/or Wastewater Treatment Plants within the IRC region as required; (A council vehicle will be provided for the commute between sites);
9. Ensure you have read and understand the accountabilities and responsibilities outlined in the 'Theresa Creek Dam Emergency Action Plan' and implement when required;
10. Ability to participate in a "on call" roster;
11. In accordance with Councils Fitness for Work Procedure. Your role has been identified as at risk of workplace illnesses from potential exposure to Hepatitis A and B virus. You will be required to undergo vaccinations to prevent these illnesses;
12. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

## E. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

1. Proven ability to allocate workflow and resources to achieve work program objectives;
2. Understanding of state legislation relevant to municipal treatments operations in Queensland;
3. Demonstrated knowledge of workplace health and safety principles including risk management and implementation to achieved increased safety awareness;
4. Strong written and verbal communication skills with proven ability to prepare documentation;
5. Sound experience and knowledge of Microsoft office suite.

#### Experience

1. Significant relevant experience in water and wastewater treatment plants.

#### Qualifications

1. A Certificate III in Water Industry Treatment is essential and additional qualifications will be highly regarded;
2. Senior First Aid Certificate or the willingness to obtain highly desirable;
3. Construction Induction Safety Induction (white) card;
4. Ability to be immunised against Hepatitis A& B and Tetanus;
5. The role requires the possession of a current C Class Open Australian Drivers Licence;
6. Ability to pass a pre-employment functional assessment and/or behavioural testing.

## F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

### Audio-Visual Demands:

- Depth Perception       Colour Discrimination       Peripheral Vision       Hearing (Avg)

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## Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs
<input checked="" type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

## Work Environment:

Attribute:	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Repetitive Motions:

Simple Grasping  Fine Manipulation  Pushing & Pulling  Finger Dexterity  Foot Movement

## This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 120kgs

## **G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register.

### **EXTENT OF AUTHORITY:**

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

## **H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:**

**Workers and Others authorities and responsibilities include the following:**

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.



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7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

## Equipment Operated

1. Computer, motor vehicle

## I. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good
  - c. Commitment to the system of government
  - d. Accountability and transparency

#### Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

#### Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently 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 direct reports and may involve



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a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.

2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

**K. CERTIFICATION:**

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

**WE ARE PURE PEOPLE POWER**

**OUR VISION STATEMENT**  
HELPING TO ENERGISE THE WORLD.  
A REGION THAT FEEDS, POWERS  
AND BUILDS COMMUNITIES.

**OUR VALUES**

**PROFESSIONALISM**  
Accountability, openness, transparency and integrity.

**CONTINUOUS IMPROVEMENT**  
A progressive and creative approach.

**EXCELLENCE**  
Achieving the highest possible outcome.

**PROCEDURAL CONSISTENCY**  
Consistent approach to business across the region.

**CUSTOMER FOCUS**  
Identify and meet customers' needs in a responsive and equitable way.

**TEAMWORK AND COORDINATION**  
Work together to achieve a common goal.

**SAFETY AND WELLBEING**  
Committed to working safely and caring for each other's wellbeing.