

POSITION TITLE: Water and Wastewater Operators Assistant
POSITION NO: 2570

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level B to C (dependent on qualifications and experience)

CERTIFIED AGREEMENT: Field Staff
AWARD: QLGA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

REPORTS TO: Coordinator Treatment

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

Assist with the operation, maintenance, construction and repair of water and wastewater infrastructure including treatment plants, reservoirs, bores, pump stations, chlorination facilities and reticulation networks.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Assist with the monitoring and analysis of treatment process parameters, including chemical dosing requirements and water/effluent quality.
2. Operate equipment to purify and clarify water or to process or dispose of sewage.
3. Undertake water sampling and collect and testing samples as required.
4. Undertake necessary calculations for investigation and optimisation of treatment processes.
5. Identify and notify the Supervisor of problems arising with water and wastewater infrastructure that affects water and effluent quality.
6. Complete and maintain administrative records (e.g., log sheets, asset records, monthly reports, and timesheets.)
7. Perform general labouring type duties. (Mowing and maintenance)
8. Contribute to the continuous improvement of Council's policies and processes.
9. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position.
- Level of fitness required to undertake a broad range of physical tasks.
- Working outdoors in hot conditions
- Immunisation injections will be required for this position (Tetanus, Hepatitis A and B)

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Certificate III in Water and Wastewater (Treatment) or other equivalent field e.g., Plumbing, Water Operations (desirable)
- A Trade qualification (Fitter, Plumbing) (desirable).

5. KEY SELECTION CRITERIA

1. Previous experience operating water and wastewater treatment systems, pump stations and distribution systems with the knowledge to perform in a technical field.
2. Experience performing general labouring duties including the capacity to operate plant/equipment within a water and wastewater maintenance and construction environment.
3. Sound analytical skills with the ability to measure, record and collect water samples in accordance with legislative and industry standards.
4. Well-developed numeracy, literacy and communication skills.
5. Ability to work effectively alone and also in a team environment.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 