



# Croydon Shire Council

## Position Description

<b>Position Title</b>	Water/Service Utilities Officer
<b>Department</b>	Works
<b>Award</b>	Queensland Local Government Industry Award – State 2017
<b>Award Classification</b>	Stream A Section 1 – Level 5, \$59,670 – Level 6 \$63,674 (depending on qualifications, skills and experience) plus relevant allowances
<b>Position Type</b>	Permanent Full Time – 36.25 hours per week
<b>Reports To</b>	Works Manager

### Position Objective

To provide effective services in the treatment of water by efficient operation and maintenance of the Croydon Water Treatment Plant including pumping station and associated infrastructure.

To manage and maintain Croydon Shire Council's utilities.

### Duties and Responsibilities

#### Water Operations

- Provide a source of expertise concerning the operation and maintenance of the water supply scheme.
- Ensure the water supply scheme operates efficiently and effectively, providing bacterially safe water and a reliable supply from the water supply system.
- Operation of existing treatment systems to ensure compliance with both health and aesthetic guideline values under the Australian Drinking Water Guidelines.
- Assist in the efficient and effective maintenance of the water reticulation system and associated assets in order to fully satisfy the Croydon Shire Council's Customer Service Standards in relation to provision of water supply services.
- Complete all relevant administrative functions including the recording of daily/weekly readings, new water connection works and monthly reports.
- Assist in the construction and planning of any new mains extensions and reticulation works.
- Maintain and repair water supply mains and associated plant and equipment as required.
- Dispose of waste water from waste water systems.
- Develop preventative and routine maintenance plans and procedures.
- Undertake meter readings and replace meters as required.
- Comply with all Government regulations and requirements in regard to the operations and maintenance of the treatment plant, distribution and collection systems, and other facilities.
- Monitor drinking water quality at the treatment plant along with selected sample sites across the network as well as carry out water sampling program to ensure water samples are bacterially and chemically satisfactory.
- Work with Council's IT Officer to ensure an effective communications network within the water

section.

- Maintain an adequate supply of spare parts and chemicals.
- Monitor repairs to equipment to ensure they are satisfactorily completed and that equipment operates correctly.
- Assist in the development of maintenance programs for plant and equipment within the water section.
- Liaise with Cairns City Council Water Laboratory and Queensland Health on any problems with water quality either bacterial or chemical.
- Actively contribute to the Quality Assurance of the water supply.
- Participate in 'on-call' including afterhours and weekends.
- Be responsible for water reporting requirements including KPI's, assistance from the works administration officer will be available.
- Be responsible for the Drinking Water Quality Management Plan reviews and requirements, assistance from the works administration officer will be available.
- Be actively involved in external audits, as required
- Liaise with The Regulator and Queensland Health, as required
- Supervisor and mentor a Trainee.

### Service Utilities

- Operate and maintain the community swimming pool and Caravan Park swimming pool to ensure efficient and effective operation.
- Carry out septic system waste management.
- Carry out water repairs to all council owned parks, recreation facilities and buildings.

### General

- Participate in an on-call and call-out roster
- High risk work license to operate a Forklift
- Hold a current qualification and be competent in confined spaces entry and working at heights
- Provide the highest level of customer service by following through and appropriately documenting customer request and providing the appropriate response in consultation with Works Manager.
- Ensure all corporate information created or received is accurately recorded in Council's Records Management System in accordance with approved policies and procedures.
- Maintain confidentiality, integrity and security of Council's records and corporate data.
- Undertake and successfully complete training deemed essential for the position.
- Work effectively in a team environment and provide assistance within other areas of Council as required.
- Ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Refer matters that may impact on the business, Council and employees to your Manager.
- Undertake other duties as directed, consistent with skills, competence and training.
- Compliance with Work Health and Safety Legislation including Council's Work Health and Safety Management System, SafePlan and Council policies, procedures and work instructions. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer.

## **Qualifications / Skills / Experience**

- A comprehensive knowledge of and ability to operate a Direct Filtration Package Water Treatment Plant with a 1ML per day capacity.
- Detailed knowledge of procedures and operations of water and wastewater activities as they relate to Local Government.
- Knowledge of relevant legislation applicable to water and wastewater.

- Knowledge of relevant legislation applicable to Local Laws or the ability to acquire such knowledge.
- Ability to operate under limited direction and supervision.
- High level of interpersonal and communication skills.
- Sound level of numeracy and literacy skills.
- Be self-motivated and have good time management, planning and organisational skills.

## Key Performance Indicators (KPI's)

- Certificate III in Water Operations
- Experience in operating a water treatment plant
- Experience using telemetry and SCADA systems
- Experience using SWIM local program
- Experience with process analysis, and an ability to troubleshoot and implement corrective actions
- Experience with records keeping, recording information about water quality and treatment plant operations.
- Knowledge in computer operations including MS Word, Outlook and Excel.
- Experience in all aspects of Local Authority water supply and operation.
- Current Queensland 'C' Class Drivers Licence.
- Plumbing qualification highly regarded.

## Selection Criteria

- Demonstrated experience and competency in water operations.
- Sound level of experience in working with SCADA and Telemetry systems
- Ability to analyse problems, make sound decisions and exercise good judgement
- High level of interpersonal and communication skills both within the workforce and in providing customer service
- Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.

## Certification

I have read the position description and I am aware of the position requirements.

Employee:

Employee Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Executive Officer: William Kerwin

Chief Executive Officer Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_