



# Croydon Shire Council

## Position Description

<b>Position Title</b>	Water Treatment Plant Operator
<b>Department</b>	Infrastructure
<b>Award</b>	<i>Queensland Local Government Industry Award – State 2017</i>
<b>Award Classification</b>	Stream B – Operations Level 7 (Above Award Wage) plus relevant allowances
<b>Position Type</b>	Full Time
<b>Reports To</b>	Director of Infrastructure

### Position Objective

Ensure the safe, efficient and compliant operation and maintenance of Croydon Shire Council's Water Treatment Plant and associated infrastructure, delivering bacterially safe and reliable drinking water to the community in accordance with the Australian Drinking Water Guidelines and relevant legislation. Provide leadership and mentoring to additional plant operators and trainees, and contributes to broader urban infrastructure maintenance across the township.

### Duties and Responsibilities

- Operate and maintain the Water Treatment Plant, pumping station and reticulation system to ensure efficient, compliant and reliable supply of safe drinking water.
- Monitor drinking water quality at the treatment plant and across the network, conducting water sampling to ensure bacteriological and chemical compliance with the Australian Drinking Water Guidelines.
- Maintain and repair water supply mains, plant, equipment and associated assets, and assist with preventative and routine maintenance plans and procedures.
- Complete all relevant administrative functions including daily and weekly operational monitoring, water connection works, monthly reports and participation in Drinking Water Quality Management Plan reviews.
- Liaise with the Maintenance and Works Supervisor and relevant external bodies including Queensland Health, the Queensland Water Regulator and Cairns Water Laboratory regarding water quality matters.
- Undertake meter readings and replacements, maintain adequate supplies of spare parts and chemicals, and assist in planning and construction of new mains extensions and reticulation works.
- Participate in on-call, afterhours and weekend roster arrangements.
- Assist with maintenance of parks and gardens automatic water systems.
- Operate and maintain the community swimming pool and Caravan Park swimming pool.
- Participate in budget preparation and monitor contractor performance at Council assets within the township as required.

- Undertake and successfully complete training deemed essential for the position.
- Undertake other duties as directed, consistent with skills, competence and training.

### **Stakeholder engagement**

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

### **Code of Conduct**

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

### **Work Health and Safety**

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. 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 Advisor.
- Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

### **General**

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

### **Governance**

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

## Qualifications / Skills / Experience

### Essential

- Certificate III in Water Operations or equivalent.
- Demonstrated experience operating a water treatment plant, including a Direct Filtration Package Water Treatment Plant.
- Experience using SCADA, telemetry and SWIM Local systems.
- Knowledge of relevant water and wastewater legislation and Australian Drinking Water Guidelines.
- Experience in water quality monitoring, process analysis and troubleshooting.
- Competency in confined spaces entry and working at heights.
- Current Queensland manual "C" class driver's licence.
- Willingness to participate in on-call and call-out roster arrangements.

### Desirable

- Experience in all aspects of local government water supply operations.
- Experience with records keeping and reporting on water quality and treatment plant operations.
- Sound computer literacy including MS Office.

## Selection Criteria

1. Demonstrated experience and competency in water treatment plant operations, including SCADA and telemetry systems.
2. Sound knowledge of relevant water and wastewater legislation, Australian Drinking Water Guidelines and regulatory requirements.
3. Ability to analyse problems, troubleshoot plant issues and implement effective corrective actions.
4. Well-developed interpersonal and communication skills, with the ability to liaise effectively with regulatory bodies, contractors and the community.
5. Ability to work under limited direction, adapt to changing conditions and maintain a commitment to continuous improvement.

## Key Performance Indicators (KPI's)

- Drinking water quality consistently meets Australian Drinking Water Guidelines and all regulatory requirements.
- Water Treatment Plant and associated infrastructure operated, maintained and repaired to a high standard and within agreed timeframes.
- All operational monitoring, reporting and Drinking Water Quality Management Plan requirements completed accurately and on time.
- Compliance with Council's WHS Management System, Code of Conduct and relevant legislation at all times.
- Positive contribution to team performance and effective mentoring of plant operators and trainees.