



## Water Treatment Plant Operator

### Position Description

<b>Incumbent:</b>	VACANT
<b>Position Number:</b>	7061
<b>Directorate:</b>	Infrastructure Services
<b>Team:</b>	Water and Sewerage
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream B) Level 5-8
<b>Current Level:</b>	
<b>Reports to:</b>	Water and Sewerage Supervisor
<b>Accountable for:</b>	
<b>Located:</b>	Ilfracombe
<b>Revised:</b>	February 2019

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking


## Position Objective

The primary role of this position is to undertake the effective, efficient and safe daily operation of the Water and Sewerage Treatment Plant. This includes maintenance and other duties as directed to ensure the continuous operation of the plant and achievement of a satisfactory level of treatment, in accordance with the *Australian Drinking Water Guidelines (2011)*. A superlative service (as is reasonably practicable) is to be provided to all users of water and sewerage infrastructure throughout the Ilfracombe Branch, through the maintenance and installation of infrastructure in an effective and safe efficient manner. It is also necessary that steps are taken to ensure that the maintenance and optimal operation of the Ilfracombe Town Spa and Pool is undertaken with safety of users of the facilities prioritised

## Position Responsibilities

### Water Treatment Plant, Town Maintenance, Pool and Spa:

- Efficient, economic and continuous operation of the plant and consistent production of water in accordance with the *Australian Drinking Water Guidelines 2011*.
- Start up, shut down, and periodic operating checks of plant equipment such as pumping, measuring and control systems.
- Monitoring of status of plant operating guidelines such as flows, pressures, temperatures, pH, turbidity, colour, jar testing and chlorine.
- Perform routine preventative maintenance such as lubrication, operational adjustments, cleaning and painting of equipment to keep the plant and pool and spa clean, tidy and functional.
- Maintenance of all structures, buildings and grounds in a clean and tidy condition, particularly for public relations purposes.
- Maintenance of records of plant operations including logs, plant hours, daily diaries,, chemical inventories, data logs and results of laboratory tests.
- Effective communication with other operators and supervisors of a technical level expected of the position.
- Ensure plant security is maintained at all times.
- Ensure knowledge of operations and training is maintained to a level expected of the position.
- Perform plumbing and drainage maintenance within the township of Ilfracombe and facilities in a professional manner utilising required skills.
- Construction and maintenance of pipe works, pumps and associated fittings at Council's Water Treatment Plant, Sewerage Plant, Spa and Pool complex.
- Construction and maintenance of sewer mains, jump ups, manholes, water meters and associated fittings.
- Clearing of blocked drains and sewers.
- Installation and maintenance of roofing and guttering.
- Collection of water samples and jar testing for turbidity readings.
- Maintain a strong customer focus on all duties and works undertaken and under supervision.
- Maintenance and cleaning of Pool and Spa, as well as complex.
- Identify and report defects throughout the pool and spa area, notify supervisors and concerned



departments immediately of hazards, injuries, equipment or processes that negatively effect daily operation.

**General:**

- Advise Accountable Supervisor of any faulty equipment and follow procedures for reporting faults.
- Organise all works to occur in a timely manner.
- Maintain availability for after hour callouts.
- Keep the general public informed as best as possible in regards to interruptions to services.
- Ensure that all work is conducted in a safe manner to avoid injury, illness or sickness of both employees and the public.
- Undertake all necessary training to fulfil current and future position requirements.
- Complete all necessary paperwork on completion of works.
- Carry out safety audits as required.
- Undertake other key responsibilities and duties identified by the Accountable Supervisor, Director of Infrastructure Services and the Chief Executive Officer.
- Commitment to implementing Council policies, procedures and other legislative requirements in relation to Anti-Discrimination, Workplace Health and Safety and Quality Assurance.
- Other such relevant duties as required from time to time which would generally fall within the scope of the position, as directed by Accountable Supervisors, Works Coordinators, the Director of Infrastructure Services and the Chief Executive Officer.


## **Position Requirements**

### **Skills**

- The ability to read, write and perform numerical calculations to a standard commensurate with the duties involved in the position.
- Ability to work both independently and as part of a team.
- Basic computer skills.
- Manual Handling skills.
- Some relevant laboratory testing skills (Colour, Turbidity, pH, Jar Testing, Chlorine).

### **Knowledge**

- Ability to differentiate, discuss and resolve problems associated with the operation of a Water Treatment and Sewerage Plant.
- Interpretation of plans.
- Sound knowledge of Water Treatment and Sewerage practices and principles, maintenance and monitoring
- Sound knowledge of the operation and maintenance of the Ilfracombe Spa and Pool.
- Sound knowledge and interpretation and laboratory testing and results in relation to plant operation.
- Sound knowledge of mathematical operations and calculations indicative of plant performance.
- Record keeping of plant operations, indicative of plant performance.
- Sound working knowledge of centrifugal and positive displacement pumps.

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- Sound knowledge of electrical operation, including on/off switches, switchboards, fuses, three phase power and large electrical drives and Supervisory Control and Data Acquisition (SCADA) system operations.
  - Sound knowledge of water and sewerage reticulation.
  - General knowledge of industry standards in plumbing.
  - Basic knowledge of Council's Local Laws and Policies.
  - General knowledge of Workplace Health and Safety Regulations.

### **Mandatory Experience/Qualifications**

- Experience in the operation of Water Treatment and Sewerage Plants.
- Experience in the operation of Spa's and Pools.
- Minimum Year 10 Education.
- Spreadsheet, Word Processing and Data Entry skills.
- Current "C" Class Driver's License.
- Construction Industry Card – 30215 QLD General Safety Induction (Construction Industry).
- Confined Spaces Entry Course.
- Working Safely at Heights Course.

### **Desirable Experience/Qualifications**

- Trade Certificate in Plumbing and Draining.
- Certificate III Water Industry Operations.
- Current First Aid and CPR.
- Ability to read and understand mechanical and engineering drawings.
- Maintenance and minor repair skills.
- Documented evidence in conducting laboratory testing.
- Ability to write reports.
- Demonstrated experience in water supply and sewerage plumbing.

### **Delegations and Authorisations**

Nil.

## Physical Requirements

### 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.

### Audio-Visual Demands

- Depth Perception  
  Colour Discrimination  
  Peripheral Vision  
  Hearing

### 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 Hours            | <input type="checkbox"/> 1-4 Hours             | <input checked="" type="checkbox"/> 1-4 Hours |
| <input checked="" type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours             | <input type="checkbox"/> 4-6 Hours            |
| <input type="checkbox"/> 6-8 Hours            | <input type="checkbox"/> 6-8 Hours             | <input type="checkbox"/> 6-8 Hours            |

### 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 150kgs

## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

*The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:*

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1. To comply with instructions given for WH&S at a workplace by the employer;
  2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
  3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
  4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
  5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
  6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
  7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
  8. Performing all work and associated functions in a safe, efficient and effective manner;
  9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
  10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
  11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
  12. To report hazards and risks in accordance with WH&S procedures;
  13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
  14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
  15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
  16. Report any concerns for WH&S to your Supervisor.



## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Mitchell Murphy, Chief Executive Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	VACANT
<b>Signature:</b>	
<b>Date:</b>	