

POSITION TITLE	Treatment Plant Operator
DEPARTMENT	Infrastructure Services
GROUP	Water & Waste
LOCATION	Kowa Street Depot Mareeba
CLASSIFICATION / LEVEL	LGEA Level 8
REPORTS TO	Supervisor Treatment Plant Operations

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and operational works programs. Department business units include:

- Technical Services
- Works
- Water & Waste
- Projects

Position Summary

The Treatment Plant Operator is responsible for the efficient operation of Council water and wastewater treatment plants to meet the requirements of the Environmental Protection Agency and other relevant legislation and Council directives and expectations of the community.

The position is required to assist with afterhours work and at other Council wastewater and water plants and to participate in a rostered weekend overtime on-call program. The position involves physically demanding work to be undertaken in a hot and humid climate on a daily basis and the person must ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

Key Responsibilities

- Effective operation of the water intakes and treatment operations associated with Council water and wastewater facilities in accordance with Council policy and procedure with a focus on risk management and continual improvement strategies
- Effectively and efficiently operate Council wastewater treatment plants to comply with Council EPA License and environmental duty of care, consistent with Council public health and environmental objectives
- Monitor treatment plant processes and the site SCADA and telemetry systems to maintain treatment standards, generate trends and solve problems
- Prepare and submit regular reports on team activities to the supervisor and provide immediate reports on emergent exceptional matters if required
- Collect wastewater and water samples, conduct appropriate analyses, set and monitor chemical dosing rates
- Complete daily data and reporting logs including computerised spreadsheets and advise the supervisor of any discrepancies
- Provide assistance in the development, implementation and maintenance of a Maintenance Management System for wastewater and water treatment assets as well as assisting with budget preparation, monitoring and reporting

- Liaise with mechanical and electrical staff regarding servicing, repairs and maintenance activities and generate work orders and perform minor maintenance associated with the plants
- Assist in the development, implementation and maintenance of accredited Quality Assurance for Water and Waste Water Treatment Operations
- Undertake any additional training that may be deemed necessary to carry out the duties of the position
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Effective communication skills with the ability to liaise with customers and work as part of a team
- Operation of PLC and SCADA systems
- Ability to use field monitoring equipment and laboratory testing equipment
- Highly analytical and effective process trouble-shooting skills with the ability to discuss and resolve problems associated with the operation of sewage treatment and water recycling plants
- Effective time management skills and a sense of accountability for decision making
- Sewage treatment practices pertaining to activated sludge and BNR processes and water recycling principles
- Knowledge of treatment monitoring systems (e.g. SCADA) pertaining to BNR processes and water recycling principles or ability to acquire this knowledge within a reasonable period of time
- Water treatment practices and principles including chemical dosing processes and associated storage and handling procedures
- Sound computer skills and knowledge of relevant software applications including MS Word and Excel and the ability to record information relative to the authority of the position
- Understanding of the licence issues associated with an Environmentally Relevant Activity
- Understanding of preventative and breakdown maintenance asset management principles
- Knowledge of Workplace Health and Safety issues as applicable to treatment facilities

Required Qualifications or Equivalent

Essential (Mandatory for the Position)

- Current Queensland C Class driver's licence
- Certificate III in Water Industry Plant Operations
- Queensland Construction White Card

Desirable

- Demonstrated experience in water and waste water technologies with experience of intermittent waste water plants

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation. All employees must comply with any Environmental Authority issued to Council to carry out activities.

Worker's responsibilities for environmental protection include:

- An employee must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm (*the General Environmental Duty*)
- An employee must no later than 24 hours after becoming aware of an event that causes or threatens to cause environmental harm, notify the employer of the event, its nature and the circumstances in which it happened (*Duty to Notify*)
- An employee must not cause an offence of environmental nuisance, environmental harm or depositing prescribed contaminants in waters

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3
WHS RESPONSIBILITY STATEMENT**

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	