

POSITION TITLE	Trainee Treatment Plant Operator
DEPARTMENT	Infrastructure Services
GROUP	Water & Waste
LOCATION	Mareeba
CLASSIFICATION / LEVEL	Trainee Wages
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
- Assets & Projects

Position Summary

The Trainee Treatment Plant Operator position is a traineeship position. The role requires completing training and tasks required for the successful completion of the Certificate III in Water Industry Operations or equivalent within the specified period of **12 months**.

The role calls for physically demanding work to be undertaken in a hot and humid climate on a daily basis and the Trainee Treatment Plant Operator needs to ensure they are and remain physically fit and able to efficiently and consistently undertake these tasks.

Key Responsibilities

- Undertake all training required to obtain Certificate III in Water Industry Operations or equivalent and satisfactorily complete all units of competency to obtain qualification within 12 months
- Complete all tasks in relation to obtaining Certificate III in Water Industry Operations which may include:
 - Assist with daily operations of Council water and wastewater facilities, in accordance with relevant policies, procedures and legislative requirements which include EPA Licence provisions and an environmental duty of care
 - Assist in monitoring treatment plant processes and site SCADA and telemetry systems to maintain treatment standards, generate trends and solve problems under the direction of a qualified operator
 - Collect water and wastewater samples, conduct appropriate analyses, set and monitor chemical dosing rates under the direction of a qualified operator
 - Complete daily data and reporting logs including computerised spreadsheets and advise the operator of any discrepancies
 - Assist in the implementation and maintenance of accredited quality assurance for water and wastewater treatment operations

- Follow instructions and complete duties with a focus on risk management and continual improvement strategies
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Sound written and verbal communication skills with the ability to liaise with customers and work as part of a team
- Ability to acquire knowledge and understanding related to the responsibilities of the position including:
 - The use of field monitoring equipment and laboratory testing equipment
 - The use of PLC and SCADA systems
 - Sewage treatment practices pertaining to activated sludge and BNR processes and water treatment processes
 - Water treatment practices and principles including chemical dosing processes and associated storage and handling procedures
 - The interpretation of licence issues associated with an Environmentally Relevant Activity
 - Preventative and breakdown maintenance asset management
 - Workplace Health and Safety issues as applicable to treatment facilities
- Some proficiency in the use of computer applications including MS Word and Excel and the ability to accurately record information

Required Qualifications or Equivalent

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Commitment and ability to complete Certificate III in Water Industry Operations or equivalent
- Completion of Year 10 High School Certificate or higher

Desirable

- A basic understanding of laboratory procedures
- Interest in water and wastewater technologies

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.

Employees may be required at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide the relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's 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 they keep up to date and comply with WHS legislation and Council's WH&S Management System – 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's 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, team talks 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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officer
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

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

Last Review Date: 11 July 2023