

POSITION DESCRIPTION

Position Title:	Water & Wastewater Treatment Coordinator	Reports to:	Manager Water and Wastewater
Department:	Water and Wastewater	Department:	Infrastructure, Assets and Projects
Stream:	Stream A	Pay Level:	Level 8 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Water and Wastewater Department works within the Infrastructure, Assets and Projects Directorate and reports directly to the Director Infrastructure, Assets and Projects with the directive to deliver on the water and wastewater obligations of Council, whilst providing a high level of customer service to the community. Council's Water Team delivers the essential services of water and wastewater (sewerage) to the Southern Downs community. Water services start at the source including the treatment and pumping of water, maintaining the network and providing water metering services. Wastewater services start with the property connection and includes maintaining the sewer network, managing pump stations and delivering wastewater treatment services at facilities across the region.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Lead the Water and Wastewater treatment teams to coordinate the efficient and proactive operation and maintenance of Council's Water and Wastewater treatment plants, pump stations and reservoirs to ensure safe, reliable & sustainable outcomes.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Provide leadership to the Water and Wastewater treatment teams to coordinate team's activities, resourcing and team capability building to develop safety oriented positive culture to foster continuous improvement and growth mindset
- Develop, review, implement and maintain currency of operations and maintenance programs for the water and wastewater treatment plants, pump stations and reservoirs to ensure compliance with the environmental licences, the Drinking Water Quality Management Plan and the Recycled Water Management Plans
- Be familiar with regulatory reporting requirements and assist with reporting as required
- Seek and identify opportunities for improvement across the water, wastewater and recycled water treatment processes to promote best practice implementation and innovation to generate efficiencies
- Provide support as required for the digitisation of water and wastewater treatment plant operations and maintenance to create efficiencies, remote operations & monitoring and ability to generate performance reports with SCADA and other systems
- Take ownership of the Risk Management Improvement Plans and deliver outcomes in a timely manner to manage operational risks and ensure compliant operations of the water and wastewater treatment systems, pump stations and reservoirs
- Provide active input in identifying operational and renewal priorities and prepare budget estimates for water and wastewater treatment systems, pump stations and reservoirs
- Coordinate engagement of contractors and liaise with contractors to ensure effective asset management with minimal disruption to operational activities
- Monitor the treatment plant budget ensuring expenditure is within expected parameters
- Progress actions from consultants reports as budgets allow regarding treatment plants and reservoirs
- Ensure appropriate operation and maintenance of Council water supply dams, and progress actions from consultants reports as budgets allow
- Maintaining records consistent with Council requirements and the Privacy Principles;

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Demonstrated technical knowledge and extensive experience in water and wastewater treatment plant operation and maintenance
2. Demonstrated leadership skills with the ability to lead teams, foster teamwork and encourage performance excellence so as to achieve organisational goals
3. Well-developed interpersonal skills with demonstrated ability to communicate effectively with employees, customers and contractors
4. Demonstrated knowledge of industry best practice and current legislation and proven ability to apply this in the workplace including in operations and asset management
5. Demonstrated ability to prioritise and manage time effectively to achieve outcomes within required timeframes
6. Well-developed computer skills with the ability to interrogate water and wastewater systems, analyse and report on the data
7. Well-developed written communication skills including proven ability to produce reports, project documentation, responses to customer enquiries and financial documentation
8. Thorough knowledge of the work health and safety considerations relevant to the area and proven ability to limit risks in this type of environment

DESIRABLE CRITERIA

1. Experience and interest in local government operations

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.
- Relevant tertiary qualification and proven experience in Chemical, Civil or Environmental Engineering or extensive experience in leading water and /or wastewater treatment or operations team.
- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Registration as Registered Professional Engineer in Queensland (RPEQ)
- Certificate III in Water Industry Operations (Water and/or Wastewater Treatment)

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

VACCINATIONS – DESIRABLE

- Immunisation record indicating Q Fever vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure

PROBATION PERIOD

- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP

