

POSITION TITLE: Team Member **POSITION NO:** 2233

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level B to C (dependent on qualifications and experience)

CERTIFIED AGREEMENT: Field Staff 2011 **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

SECTION: Treatment and Quality

REPORTS TO: Coordinator Treatment

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation - Encouraging an innovative and resourceful workplace.

Ethical Conduct - We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision - This is the driving force behind our actions and responsibilities.

Excellence - Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

To assist in the operation, maintenance and expansion of Council's water and wastewater infrastructure throughout the region.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Assist with the operation, maintenance, construction and repair of water and wastewater infrastructure including treatment plants, reservoirs, bores, pump stations, chlorination facilities and reticulation networks.
2. Assist with the monitoring and analysis of treatment process parameters, including chemical dosing requirements and water/effluent quality.
3. Undertake necessary calculations for investigation and optimisation of treatment processes.
4. Identify and notify the Supervisor of problems arising with water and wastewater infrastructure that affects water and effluent quality.
5. Complete and maintain administrative records e.g. Log sheets, asset records, monthly reports and timesheets.
6. Effectively and proactively perform as a member of both the immediate team and corporate team, including willingness to assist outside the direct area of responsibility.
7. Contribute to the continuous improvement of Council's policies and processes.
8. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions
- Immunisation injections will be required for Tetanus, Hepatitis A and B

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Relevant qualifications in a water and wastewater environment (e.g. Certificate III Water Operations)
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).

5. KEY SELECTION CRITERIA

1. Previous experience working with and knowledge of water and wastewater treatment systems, pump stations and distribution systems or demonstrated capacity to perform in a technical field.
2. Demonstrated experience performing general labouring duties, and the operation of plant and equipment within a water and wastewater maintenance and construction environment.
3. Sound literacy, numeracy and communication skills.
4. Ability to work effectively in a team environment.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 