



# POSITION DESCRIPTION

**POSITION TITLE:** Coordinator Treatment **POSITION NO:** 2228

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 5

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGIA

**DEPARTMENT:** Infrastructure

**BRANCH:** Water and Wastewater

**REPORTS TO:** Program Coordinator

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

To provide leadership, direction and coordinate the operation of Council's Water & Wastewater Maintenance works for Reticulation and Treatment.

## 2. KEY RESPONSIBILITIES

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

1. Accountable for ensuring your Supervisors and teams conduct the operation of council's Treatment Plants in accordance with standard operating procedures.
2. Accountable for ensuring your Supervisors organize the input of daily recordings of all required data and testing on the required internal plant log sheets, maintenance management plans as well as any online log sheets.
3. Coordinate, Compile and oversee Regional Plant Maintenance program.
4. Coordinate planned Maintenance activities in Treatment ensuring these are undertaken in accordance with accepted standards.
5. Ensure staff are provided with all relevant documentation required to meet legislative, safety and customer requirements and comply with Council's policies and procedures.
6. Monitor the performance of the work teams to ensure that performance targets are being achieved and take remedial action where required.
7. Liaise with the Program Coordinator for any equipment or asset replacements.
8. Identify, plan and coordinate capital works relating to the successful operation of Council's water and wastewater treatment plants, bulk supply infrastructure, reservoirs, pump stations and dosing facilities as required.
9. Maintain adequate understanding of operational and legislative requirements for Water and Wastewater section to assist and provide relief to the Program Coordinator when required.
10. Initiate the removal of poor performing direct reports from the role (within Council's protocols on fair treatment and natural justice.).
11. Ensure that on call staff are adequately trained (via completion of the competency check list) to deal with most likely problems and that a system is in place to provide phone assistance or resources should the need arise
12. 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

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Tertiary qualification in a relevant field (Engineering, Management/ Leadership), **OR** demonstrate equivalent related experience.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- RPEQ membership or eligibility to obtain would be highly regarded.

**5. KEY SELECTION CRITERIA**

1. Demonstrated leadership capability, including the coordination of effective work teams.
2. High level of technical and operational knowledge of water supply and sewerage operations and associated maintenance activities.
3. Ability to develop, implement and re-define works programs and annual service plans to meet corporate objectives and targets.
4. A good understanding of current standards, processes and procedures as they relate to water and wastewater.
5. Ability to act independently and solve problems quickly and decisively at all times, exercising good judgements and technical skills.

**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**

- Identify, analyse, evaluate and document all risks relevant to respective functional area and implement treatment strategies, controls and mitigation plans.
- Incorporate risk management into the operational planning process.
- Monitor Council's risk exposure related to major projects and contracts.
- Maintain an awareness of relevant issues and developments that may have an impact in the achievement of Council's objectives.

**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.

<b>AUTHORISATION</b>	
<b>Acting General Manager Infrastructure:</b> Ged Brennan	Signature: 