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**POSITION TITLE:** Laboratory and Operations Technician

**POSITION NO:** 2511

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 2 to 4 (dependant on qualifications and experience)

**CERTIFIED AGREEMENT:** Officers – 2020

**DEPARTMENT:** Infrastructure

**BRANCH:** Water & Wastewater

**REPORTS TO:** Principal Engineer (W&WW)

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

## 1. PRIMARY ROLE

The position will predominately be base in the Water and Waste Laboratory undertaking water and wastewater sample analysis. The role will also entail relief support for water and wastewater sampling and operations at Water and wastewater treatment plant and network facilities.

## 2. KEY RESPONSIBILITIES

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

1. Assist with general water and wastewater laboratory operations including:
  - a. Taking samples from water, wastewater and trade waste sources.
  - b. Sample preparation and analysis of collected water and wastewater samples.
  - c. Maintain and calibrate laboratory equipment, media, cultures, reagents and standard solutions in accordance with NATA, ISO specifications or other specifications as determined relevant.
  - d. Monitor, maintain and calibrate instrumentation with Councils Water and Water networks and treatment plants to ensure satisfactory operation and performance.
  - e. Analyse, manage and report on water and wastewater data for clients ensuring specified service level standards are met.
2. Provide sampling and analysis of water samples as part of Council's capital works water project inspection and testing requirements, and network operational requirements.
3. Assist in relief support for the Water Sampling Technician and treatment plant operator roles.
4. Complete additional activities and reasonable directions given by management.

**3. ADDITIONAL FACTORS**

- Occasional participation in after hours and weekend work
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

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

- Minimum requirement of a current C Class driver's licence.
- Certificate III Laboratory Skills.
- General Safety Induction for Construction Workers Certification.
- Certificate IV Laboratory Techniques (Desirable).
- Certificate III Water Industry Operations (Treatment) (Desirable).

**5. KEY SELECTION CRITERIA**

1. Commitment to learn new skills and to complete a formal qualification in Laboratory Techniques and Water Industry Treatment.
2. Experience working within a Laboratory setting including field work to collect samples for analysis.
3. Sound knowledge of relevant Government Acts, Regulations and statutory requirements of the water and wastewater industry.
4. Sound literacy and numeracy skills along with computer skills.
5. Sound communication skills.
6. Proven ability to follow direction and at times and work with minimal supervision.

**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.

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| <b>AUTHORISATION</b>                                  |  |
| <b>Acting General Manager Infrastructure:</b> Tim Low | Signature:  |