



# POSITION DESCRIPTION

WTP/STP Operator (Unqualified)

## WTP/STP OPERATOR (Unqualified)

<b>POSITION TITLE:</b>	Water/Sewer Treatment Plant Operator
<b>POSITION NUMBER:</b>	3025
<b>AWARD:</b>	Queensland Local Government Industry (Stream B) Award – State 2017 5-8
<b>AWARD CLASSIFICATION:</b>	Above Award- Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Water & Sewer Supervisor
<b>DEPARTMENT:</b>	Infrastructure & Environment
<b>LAST REVIEWED:</b>	May 2025

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### Our Commitment

We inspire people to create a better future.

### Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

### We Value



Honesty



Integrity



Accountability

### OBJECTIVE OF THIS ROLE

Be responsible to the Water and Sewer Supervisor to efficiently and reliably operate and maintain the water and sewerage treatment plants and associated infrastructure in Cloncurry, including Dajarra and Kajabbi.

### KEY RESPONSIBILITIES IN THIS ROLE

The following outlines the general duties and responsibilities of the position, but is not all encompassing:

- Monitor, operate and maintain the sewerage, water treatment plants, pumps, equipment, and assets;
- Record daily results of flow meter, electric meter, plant, and equipment hour meters;
- Be familiar with the operation of both the water and sewerage treatment plants and perform tasks associated with the operation of the plant as rostered and as requested by the supervisor;



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- Collect and record daily sample tests;
- Calibrate dosing pumps and adjust dosing rates in accordance to test results; Collect and record daily water and waste/water samples as required;
- Monitor and record chemical usage and carry out stocktakes as required;
- Collate and provide information on performance, including but not limited to flow rates, quality, or other issues;
- Organise and work with other external contractors as required;
- Recommend improvements to the system as identified that would facilitate better services to the residents of Cloncurry Shire or would improve efficiency and reduce costs within the area of responsibility or other areas of Council's operations;
- Assist with maintenance and repairs to water and sewer infrastructure as required;
- Perform weekend work as rostered for a planned 40 hour week;
- Other duties as reasonably expected within the scope of the position.

## ABILITIES, SKILLS, AND KNOWLEDGE REQUIRED

- Have, or can quickly acquire, extensive knowledge and experience in the operation and maintenance of water and sewerage treatment plants and associated infrastructure.
- Demonstrated problem solving skills with the ability to make accurate, on the spot decisions.
- Demonstrated communication and interpersonal skills; .
- Have effective time management skills;
- Demonstrated literacy and numeracy skills;
- Demonstrated ability to work independently with minimal supervision and perform well within the immediate work team and across Council as a whole;
- Have, or can quickly acquire, extensive knowledge of Drinking Water Quality Management Guidelines
- Have, or can quickly acquire, extensive knowledge of Workplace Health & Safety and its application in the workplace.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- A general understanding of water and waste/water treatment and infrastructure;
- Must hold and maintain an unrestricted "C" Class driver's licence;
- Must have or acquire before commencement a Construction White Card;
- Possess Confined Spaces Certification (or the ability to acquire);
- Possess Chlorine Safety Training Certification (or the ability to acquire);
- Possess High risk forklift ticket (or the ability to acquire);
- The ability to acquire with training Certificate III in Water Treatment Plant Operations;

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

**To ensure that the person conducting the business or undertaking:**

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations



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3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

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**Signature**

**Date**

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