

# DOUGLAS

# SHIRE COUNCIL

## POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

## Treatment Plant Operator Wastewater

**DEPARTMENT: Water & Wastewater**

*Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment*

**APPLICATIONS CLOSE: FRIDAY 31 MARCH 2023**

**Your application must consist of the following information:-**

### CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
  - ∞ *Qualifications*
  - ∞ *Knowledge, Skills and Expertise*
  - ∞ *People Oriented Skills and Attributes*
- Copy of current resume, qualifications and licences (relevant to the position)**



Applications should be addressed to:

**Douglas Shire Council  
Human Resources  
PO Box 723  
Mossman QLD 4873**

**humanresources@douglas.qld.gov.au**



**WITH COMPLIMENTS  
INFORMATION KIT**

**Treatment Plant Operator  
Wastewater**

**Position Number: 306**

**Closing Date: Friday 31 March 2023**

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**IMPORTANT INFORMATION REGARDING YOUR APPLICATION**

*Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.*

**PRE-EMPLOYMENT ASSESSMENT**

*Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.*

**EMPLOYMENT ELIGIBILITY**

*To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply*

**Privacy Information:** *Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

## Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

## What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

### **Qualifications**

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

### **Knowledge, Skills and Expertise**

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

### **People Oriented Skills and Attributes**

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

## Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

**Situation** - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

**Task** - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

**Action** - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

**Result** - What resulted from the actions you took? What did you achieve and what were the results of what you did?

**DOUGLAS SHIRE COUNCIL**  
**GENERAL CONDITIONS OF EMPLOYMENT**

- POSITION:** Treatment Plant Operator Wastewater
- LOCATION:** Port Douglas Wastewater Treatment Plant
- CLASSIFICATION:** Level 6 / 7 / 8 / 9
- SALARY:** Salary ranging from \$59,217.62 to \$66,159.24 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
- AWARD:** Queensland Local Government Industry (Steam B) Award – State 2017.
- LEAVE:** Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation through membership of the Local Government Scheme or a complying fund is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary.
- Employer contributions – 10.5% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
- APPLICATIONS:** Applications can be submitted by:
- Addressed to:  
Douglas Shire Council  
Human Resources  
PO Box 723  
MOSSMAN QLD 4873
- or
- [humanresources@douglas.qld.gov.au](mailto:humanresources@douglas.qld.gov.au)
- CLOSING DATE:** **Friday 31 March 2023**

**Position Applied for:** Treatment Plant Operator Wastewater

**Position Number** 306

Mr   
 Mrs   
 Ms   
 Miss

**Date:** \_\_\_\_\_  
**Given Names:** \_\_\_\_\_  
**Family Name:** \_\_\_\_\_  
**Preferred Name:** \_\_\_\_\_

**Postal Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Home Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone Numbers:**  
**Home:** \_\_\_\_\_  
**Work:** \_\_\_\_\_  
**Mobile:** \_\_\_\_\_  
**Preferred Contact Number:**  
 \_\_\_\_\_  
**Email:**  
 \_\_\_\_\_

**Have you previously worked for Douglas Shire Council?**  No  Yes **Dates:** \_\_\_\_\_

**Are you a current employee of Douglas Shire Council?**  No  Yes **Dates:** \_\_\_\_\_

*Current Employees must complete:* **Employee No:** \_\_\_\_\_ **Classification Level:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Are you currently being represented by an external recruitment agency?**  No  Yes **Name of Agency:** \_\_\_\_\_

**In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement:** *(Please tick)*  
 Douglas Shire Council website  Douglas Shire Council Facebook  Douglas Shire Council LinkedIn  
 On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au): .....

**This section is Optional: Do you identify with any of the following groups?** *(Please tick)*  
 Aboriginal / Torres Strait Islander  Disability  English as Second Language

**Applicant Consent Details (Please Tick):**  
 I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.  
**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**  
**Applicants Signature:** .....

Position No: 306  
Last Updated: February 2023

**POSITION:**

Assistant Operator - Wastewater  
Operator - Wastewater  
Senior Operator - Wastewater

**DEPARTMENT:**

Water and Wastewater

**UNIT:**

Wastewater

**ORGANISATIONAL  
RELATIONSHIP:**

Reports to Team Leader Wastewater

**AWARD CLASSIFICATION:**

Assistant – LGE 6  
Operator – LGE 7  
Operator – LGE 8  
Senior Operator – LGE 9

**Assistant Operator – LGE 6**

- Employees with no certificates in wastewater treatment.

**Operator – LGE 7**

- This level is awarded upon commencement of Certificate III in wastewater operations.

**Operator – LGE 8**

- This level is awarded upon successful completion of Certificate III in wastewater operations, and/or

Operators who have completed a Certificate II in wastewater operations and who do not wish to undertake further studies.

**Senior Operator – LGE 9**

- This level is awarded upon holding a Certificate III in wastewater operations for a period greater than 12-months, and/or operators who have had greater than 3 years' experience within the Douglas Shire wastewater treatment plants and successfully completed a Certificate III in wastewater operations.

**CONDITIONS OF  
EMPLOYMENT:**

Queensland Local Government Industry (Steam B) Award – State 2017.

Commitment to Council's policies, procedures, Certified Agreement and other legislative requirements in relation to best practice, equal employment opportunities, anti-discrimination and Council's code of conduct.

**HOURS OF DUTY:**

Nominal 76 hours per fortnight, nine (9) day fortnight as per agreement.

**DELEGATIONS:**

Delegations as per the Delegations Register.

**WORKPLACE HEALTH &  
SAFETY RESPONSIBILITIES:**

The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and shall comply with instructions given by his or her Manager and / or

Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

An employee may be required to be vaccinated against Covid-19 or provide an Australian Immunisation Medical Exemption form completed by an eligible health professional. Where vaccinations are identified as a position requirement suitable documentary evidence must be submitted.

**PRIMARY OBJECTIVES OF THE POSITION:**

As an assistant operator / operator / senior operator, provide the required input as directed to perform the process control duties necessary in the day-to-day operations of a treatment plant to ensure compliance with relevant State and Federal laws.

**KEY DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include but are not limited to:

**LGE 6 – 7**

- Assist or operate specific plant components as directed by the senior plant operator.
- Perform routine effluent sampling under the direction of a qualified person.
- Perform basic on-site laboratory testing of effluent and records results under the direction of a qualified person.
- Comply with relevant legislation, such as Workplace Health and Safety Act 2011, Environmental Protection Act 1994, Water Supply (Safety and Reliability) Act 2008, Water Act 2000 and Council's policies.
- Assist trade personnel and other plant operators (as required) with planned or reactive maintenance to plant electrical or mechanical equipment.
- Assist with the maintenance of the wastewater treatment plant's lawns and gardens and infrastructure as required.
- Undertake training through the relevant training provider to obtain certification in wastewater treatment plant operation.
- Attend internal workshops, seminars and training as appropriate.
- Keep the senior plant operator and/or team leader informed on all matters relating to the above.
- Available and participate in weekend overtime and flexible working hours. Be available for participation in on-call roster and standby duties.
- Provide excellent customer service and to actively work to solve customer problems.

- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures.

**LGE 8 – 9**

- Operate and maintain plant components, pump stations, sewerage network as directed by the senior plant operator and/or team leader.
- Perform routine effluent sampling as directed by the senior plant operator and/or team leader.
- Perform basic on-site laboratory testing of effluent and record results.
- Assist the team leader as required with the compiling of results for reporting to the water and wastewater management team.
- Comply with relevant legislation, such as Workplace Health and Safety Act 2001, Environmental Protection Act 1994, Water Supply (Safety and Reliability) Act 2008, Water Act 2000 and Council's policies.
- Assist trade personnel (as required) with planned or reactive maintenance to plant electrical or mechanical equipment.
- Assist with the maintenance of the treatment plant's lawns, gardens and infrastructure as required.
- Attend internal workshops, seminars and training as appropriate.
- Keep the senior plant operator and/or team leader informed on all matters relating to the above.
- Available and participate in weekend overtime and flexible working hours. Be available for participation in on-call roster and standby duties.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures.

**SELECTION CRITERIA:****LGE 6****Essential****Qualifications**

- Secondary education to Year-10 with good writing and communication skills and an understanding of basic mathematics.
- Current "C" class driver's license.



Knowledge Skills & Expertise

- A common-sense, hands-on approach to the resolution of problems.
- Knowledge of Microsoft Office suite of programs.
- An ability to work with spreadsheets and word processing software.

People Orientated Skills & Attributes

- Demonstrated ability to work as a member of a team.
- **Desirable**

Qualifications

- Qualification in a trade is desirable but not essential.

Knowledge Skills & Expertise

- A basic understanding of laboratory procedures.
- Physical wellbeing to receive training and accreditation for working at heights and entry into confined spaces.

**LGE 7****Essential**Qualifications

- Secondary education to Year-10 with good writing and communication skills and an understanding of basic mathematics.
- Current "C" class driver's license.
- Enrolled in Certificate III in water operations (water and wastewater).

Knowledge Skills & Expertise

- A common-sense, hands-on approach to the resolution of problems.
- Knowledge of Microsoft Office suite of programs.
- An ability to work with spreadsheets and word processing software.

People Orientated Skills & Attributes

- Demonstrated ability to work as a member of a team.

**Desirable**Qualifications

- Qualification in a trade is desirable but not essential.

Knowledge Skills & Expertise

- A basic understanding of laboratory procedures.

- Physical wellbeing to receive training and accreditation for working at heights and entry into confined spaces.

**LGE 8****Essential**Qualifications

- Secondary education to Year-10.
- Current Certificate III in wastewater treatment operations.
- Current "C" class driver's license.

Knowledge Skills & Expertise

- A common-sense, hands-on approach to the resolution of problems.
- Demonstrated understanding of basic mathematics and chemistry in the application of the job.
- Demonstrated ability to perform basic laboratory procedures relative to monitoring plant operational process.
- Demonstrated ability to work with spreadsheets and word processing software.

People Orientated Skills & Attributes

- Demonstrated ability to work as a member of a team.
- Good written and verbal communication skills.

**Desirable**Qualifications

- Qualification in a trade or higher certificate level in wastewater treatment operations is desirable but not essential.

Knowledge Skills & Expertise

- Physical wellbeing to receive training and accreditation for working at heights and entry into confined spaces.

**LGE 9****Essential**Qualifications

- Secondary education to Year-10.
- Current Certificate III in wastewater treatment operations.
- Current "C" class driver's license.

Knowledge Skills & Expertise

- Knowledge of wastewater treatment plant practices and operations.

- Knowledge of workplace health and safety issues involved in wastewater treatment plant operations.
- Knowledge of environmental management systems associated with wastewater treatment plant operations.
- Demonstrated competence in operating and maintaining a large wastewater treatment plants.
- Experience in conducting water quality laboratory testing.

**Desirable**Knowledge Skills & Expertise

- Physical wellbeing to receive training and accreditation for working at heights and entry into confined spaces.
- Test equipment / instrumentation calibration and testing knowledge.
- Knowledge of sludge treatment and disposal practices.

**PERFORMANCE INDICATORS:**

It is expected the incumbent will be measured on:

**LGE 6**

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other water and wastewater personnel.
- If not already obtained, commence further studies to obtain Certificate III in wastewater treatment operations within the first year of employment. Failure to commence studies within the first year of employment will result in termination of employment.
- The overall commitment to goals set by water and wastewater in reaching optimal wastewater treatment plant performance.

**LGE 7**

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other water and wastewater personnel.
- The degree of application and results gained in studies to obtain wastewater treatment plant operator certification.
- The overall commitment to goals set by water and wastewater in reaching optimal wastewater treatment plant performance.

**LGE 8**

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other water and wastewater personnel.
- Utilise prior knowledge in wastewater treatment processes to problem solve.
- The degree of application and results gained in studies to obtain wastewater treatment plant operator certification.
- The overall commitment to goals set by water and wastewater in reaching optimal wastewater treatment plant performance.
- If not already obtained, commence further studies to obtain Certificate III in wastewater treatment operations within the first two years employment.

**LGE 9**

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other water and wastewater personnel.
- The degree of application and results gained in studies to obtain wastewater treatment plant operator certification.
- The overall commitment to goals set by water and wastewater in reaching optimal wastewater treatment plant performance.