

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 (13 Month Fixed Term)

DEPARTMENT: Water and Wastewater

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

APPLICATIONS CLOSE: Monday 1 November 2021

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**



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

For

**Treatment Plant Operator
(13 Month Fixed Term)**

Closing Date: Monday 1 November 2021

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 (13 Month Fixed Term) - 319
- LOCATION:** Treatment Plant, Mossman
- CLASSIFICATION:** Level LGE 8
- SALARY:** \$62,275.39 per annum
- AWARD:** Queensland Local Government Industry (Steam B) Award – State 2017
- LEAVE:** Five (5) weeks annual leave and twelve (12) days sick leave per annum on a pro-rata basis. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
- SUPERANNUATION:** Contributions to Superannuation 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% 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:
Email to: humanresources@douglas.qld.gov.au
- By mail and marked as follows:
Private and Confidential
Douglas Shire Council
Human Resources
PO Box 723
MOSSMAN QLD 4873
- CLOSING DATE:** **Monday 1 November 2021**

Position Applied for: Treatment Plant Operator (13 Month Fixed Term)
Position Number: 319

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?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
Position Title: _____		
Department: _____	Supervisor: _____	

Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____
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In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*

Port Douglas & Mossman Gazette Douglas Shire Council Other Newspapers:
 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: 319
Last Updated: August 2021

<u>POSITION:</u>	Treatment Plant Operator (Fixed Term)
<u>DEPARTMENT:</u>	Water and Wastewater Operations
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to: Team Leader Water Quality
<u>AWARD CLASSIFICATION:</u>	Operator – LGE 8
<u>CONDITIONS OF EMPLOYMENT:</u>	Queensland Local Government Industry (Stream B) Award – State 2017. Commitment to Council’s policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council’s Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominal 76 hours per fortnight. Nine (9) day fortnight as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee will 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 will 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.
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• As an Assistant Operator / Trainee 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 endure compliance with relevant State / Federal Laws.
<u>KEY DUTIES AND RESPONSIBILITIES:</u>	Duties and responsibilities include but are not limited to: <ul style="list-style-type: none">• Operate plant components, pump stations and sewer reticulation as directed by the Senior Plant Operator and/or Team Leader.• Perform routine water and wastewater sampling as directed by the Senior Plant Operator and/or Team Leader.• Perform water and wastewater testing, interpret results, record and report to the Senior Plant Operator and/or Team leader and if necessary to the Regulators.• Assist the Team Leader as required with the compiling of results for reporting to Water and Wastewater Management.

- Comply with the Workplace Health and Safety, Environmental Protection, Water Supply and Sewerage Acts and Council 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 and gardens 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 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.
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SELECTION CRITERIA:

Essential:

Qualifications

- Current Certificate III in Water Operations (Water and Wastewater).
- Secondary education to Year 10.
- Current 'C' class drivers' licence.

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 spread sheet and word processing software programs.

People Oriented 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 Water and Wastewater Treatment Operations is desirable but not essential.

PERFORMANCE INDICATORS:

It is expected the incumbent will ensure:

- Quality of work and level of task achievement.
- The level of liaison and commitment to team building with other Douglas Water and Wastewater personnel.
- The degree of application and results gained in maintaining asset serviceability and reducing customer complaints.
- The overall commitment to goals set by Water and Wastewater in reaching optimal Water and Wastewater Plant performance.