

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:-

Team Leader Water Quality

DEPARTMENT: Water and Waste Water

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

APPLICATIONS CLOSE: Friday 9 October 2020

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**

Team Leader Water Quality

Position Number: 402

Closing Date: Friday 9 October 2020

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

<u>POSITION:</u>	Team Leader Water Quality - 402
<u>LOCATION:</u>	Mossman Water Treatment Plant
<u>CLASSIFICATION:</u>	Level 4 / 5
<u>SALARY:</u>	Range \$74,390.84 to \$84,520.72 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
<u>AWARD:</u>	Queensland Local Government Industry (Steam A) Award – State 2017
<u>LEAVE:</u>	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.
<u>SUPERANNUATION:</u>	<p>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.</p> <p>Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.</p>
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Email to: humanresources@douglas.qld.gov.au</p> <p>By mail and marked as follows: Private and Confidential Douglas Shire Council Human Resources PO Box 723 MOSSMAN QLD 4873</p>
<u>CLOSING DATE:</u>	Friday 9 October 2020

Position Applied for: Team Leader Water Quality

Position Number: 402

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

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 ☐ Council's Facebook ☐ 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: 402
Last Updated: August 2020

<u>POSITION:</u>	Team Leader Water Quality
<u>DEPARTMENT:</u>	Water & Wastewater
<u>UNIT:</u>	Water Quality
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to Coordinator Water & Wastewater Supervises: Plant Operators
<u>AWARD CLASSIFICATION:</u>	Level 4 / 5
<u>CONDITIONS OF EMPLOYMENT:</u>	<p>Queensland Local Government Industry (Steam A) Award – State 2017.</p> <p>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.</p>
<u>HOURS OF DUTY:</u>	Nominal 72.50 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>	<p>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.</p>
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• Primary function is to maintain process operations at the Mossman, Whyanbeel and Daintree Plants as well as overseeing operations at all bulk reservoirs and pumping stations.• The core objective is to comply with the established parameters of the Drinking Water Quality Management Plan (DWQMP), and to implement process improvements designed to provide cost saving efficiencies while adhering to water quality standards.• Target on-going improvements in the aesthetic appearance of water treatment plants. Report all incidents of non-compliance of licence parameters to the Manager Water & Wastewater / Coordinator Water & Wastewater.
<u>KEY DUTIES AND RESPONSIBILITIES:</u>	<p>Duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Provide instruction or guidance for plant operators on all process operation variables.• Monitor daily plant testing and laboratory analysis results and instigate process changes as required so as to comply with licence parameters.• Investigate and implement process improvements to

optimise treatment plant operation.

- Implement asset management principles to complement asset management plans and optimise asset performance.
- Maintain and standardise databases (throughout all plants) on all aspects pertaining to plant performance.
- Be involved in the process of environmental audits of plant operations.
- Provide scheduled performance logs to the Manager Water & Wastewater / Coordinator Water & Wastewater.
- Assist the Manager Water & Wastewater / Coordinator Water & Wastewater as required with the compiling of results for reporting to Executive.
- Understand and comply with all Environmental Protection and Water Supply Acts.
- Provide/organise assistance for trade personnel (as required) with planned or reactive maintenance to plant electrical or mechanical equipment.
- Ensure the aesthetic appearance of treatment plants (lawns, gardens, buildings) are well presented at all times.
- Undertake and assist with competency testing of staff as directed by Management to ensure desired abilities and requirements for treatment plant operation are maintained or improved.
- As a Project Manager, manage and report on all aspects of Capital Works projects as assigned and in compliance with all legislated requirements. e.g. procurement.
- Attain tertiary treatment certification and improve professional skills in line with advancement in treatment processes.
- Available and participate in an on-call roster system, overtime and flexible working hours.
- Attend internal workshops, seminars and training as appropriate.
- Instigate and continually improve all aspects regarding personnel team building.
- Keep the Manager Water and Wastewater / Coordinator Water & Wastewater informed on all matters relating to the above.
- 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:**Essential:**Qualifications

- Current Certificate III in Water/Wastewater Treatment Plant Operations with a technical background and experience in advanced treatment process operations.
- Secondary education to Year 12.
- Current "C" class drivers licence.

Knowledge, Skills & Expertise

- Minimum 5 years' experience as water treatment operator.
- Working knowledge of environmental licenses, Environmental Management Plans, relevant acts, regulations and Council Policies.
- Advanced mathematic and chemistry skills.
- Physical wellbeing to receive training and accreditation for entry into confined spaces.
- A practical "hands on" approach to resolution of problems.
- Advanced computer skills particularly with databases, maintenance management software and Microsoft software.
- Good written and verbal communication skills
- Ability to read and understand water reticulation, mechanical and electrical plans/drawings.
- Ability to plan and implement capital projects.
- Knowledge of telemetry/SCADA operating system.

People Oriented Skills & Attributes

- Resource management and interpersonal skills.
- The ability and experience to manage work teams.

Desirable:Qualifications

- Qualifications in a trade or postgraduate training, or a certificate IV in Water/Waste Treatment Plant Operations.

Knowledge, Skills & Expertise

- Knowledge of Douglas Shire Council Systems.
- Use of computer based preventative maintenance program.
- Water supply / general fitting / electrical / instrumentation background.
- Diagnostic and fault finding skill associated with Treatment Plant operation, reservoir operation, bulk water trunk main systems and water qualities.

PERFORMANCE INDICATORS:

It is expected the incumbent will:

- Ensure compliance with environmental license parameters and Drinking Water Quality Management Plan (DWQMP CCP's).
- Provide timely advice to Management of the status of water assets and recommendations for required infrastructure improvements.
- Achieve 100% completion of Capital Works Projects within the set timeframe where the Officer is named as the Project Manager.
- Achieve a high quality of work and level of task achievement.
- Provide a high level of liaison and commitment to team building with other Water & Wastewater personnel.
- Participate in and achieve satisfactory and timely results in studies and courses to obtain water plant operator certification.
- Maintain an overall commitment to goals set by Water & Wastewater in achieving and improving water treatment plant performance.
- Maintaining good staff morale.
- Provide mentoring and learning opportunities to all personnel in Water Quality
- Ensure overall commitment to goals (KPI's) set by the Water & Wastewater Department