

## POSITION DESCRIPTION

<b>Position Title:</b>	Treatment Technician	<b>Position Code:</b>	
<b>Division:</b>	Infrastructure	<b>Grade:</b>	D
<b>Location:</b>	Dubbo/Wellington	<b>Hours/Week:</b>	38 – 9 day Fortnight
<b>Reports to:</b>	Sewage Treatment Team Leader / Water Treatment Team Leader		
<b>No. Direct Reports:</b>	Nil	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

To assist in the operation of the treatment plants and associated reservoirs, booster station and sewer pumping stations in such a way that water and effluent quality meets the requirements of relevant authorities.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Chemical Testing	<ul style="list-style-type: none"> <li>Assist in the development of chemical testing for sewage treatment schedules to ensure optimum performance of the treatment plants.</li> <li>Testing of Water/Sewage Chemical characteristics to meet relevant industry standards and licence guidelines.</li> <li>Australian Drinking Water Guidelines.</li> <li>Licence Compliance and Customer Services Levels (CSL).</li> </ul>
SCADA/Telemetry System	<ul style="list-style-type: none"> <li>Monitor all Water/Sewage activities with the use of Council's SCADA/Telemetry System: <ul style="list-style-type: none"> <li>Maintain accurate and current computer databases and schedules related to the production, testing;</li> <li>Distribution of water;</li> <li>Collection, testing, treatment and disposal of sewage;</li> <li>Continuous operations of Plant and Reticulation to meet Customer Service Levels.</li> </ul> </li> </ul>
Treatment Operations	<ul style="list-style-type: none"> <li>Assist in the Operation of the Treatment plant(s) so that the plants are operated in an efficient and effective manner ensuring effluent quality meets the requirements of the relevant authorities and respective plant licenses.</li> <li>Optimise treatment chemical usage and energy consumption through best practice procedures.</li> <li>Ensure accurate data is recorded in required format.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Ensure maintenance of all equipment in accordance with schedules and breakdown requirements.</li> <li>Carry out routine calibration/maintenance of plant and equipment according to Manufacturers' instructions.</li> <li>Carry out routine housekeeping of plant rooms and equipment.</li> </ul>

### Key Accountabilities / Duties

Participate on the on call Roster	<ul style="list-style-type: none"> <li>Participate in an 'On call roster' for responding to service failures via SCADA Alarms after hours and on weekends.</li> <li>Assist Water/ Sewer Treatment On Call if required.</li> </ul>
Team Work	<ul style="list-style-type: none"> <li>Work effectively as a team.</li> </ul>

### Inherent Requirements of the Position

- Water Sewer Plant Operation Certificate.
- Fluoride operators training course.
- Breathing apparatus course.
- First Aid Certificate.
- Confined spaces training.
- Class C Drivers Licence.
- Willingness to undertake further studies and training as required.
- Chlorine gas handling qualifications.
- General Construction Induction card.
- Pre-Employment Health Assessment.
- Testing and inoculation against sewage industry diseases available.
- Some of this role is office based, using computers/electronic systems, thus inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work outside, in public and non-public areas as part of this role, thus reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear Dubbo Regional Council issued Personal Protective Equipment, in accordance with Council's policy, when working outside.
- SCADA Laptop to be used only for telemetry uses.

### Selection Criteria

#### Essential

- Certificate III in Water Operations (treatment) or ability to obtain within 2 years of employment in the position.
- Demonstrated experience working in the water industry in particular treating water and sewage.
- Demonstrated ability to work effectively as part of a team.
- General administrative skills demonstrating a competent level of literacy, numeracy and basic computer skills.
- Experience in the operation of supervisory control and data acquisition systems (SCADA/telemetry).

#### Desirable

- Completion of training in fluoride operations.
- Chlorine gas handling qualifications.
- MR Drivers' Licence.

## Organisation Wide Accountabilities

<p>Corporate Values</p>	<p><b>Creating Community for Today and Tomorrow</b></p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>• <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>• <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
<p>Work Health and Safety</p>	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council’s WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
<p>Sustainability</p>	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
<p>Code of Conduct and Equal Employment Opportunity</p>	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council’s adopted Code of Conduct.</li> <li>• Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: