

## Positions Vacant

### Water and Waste Officer

Position will remain open until filled

#### How to Apply

##### 1. Cover Letter

Provide a cover letter outlining your experience and reason for wanting to apply for this position

##### 2. Selection Criteria

Address the essential selection criteria listed in the position description

##### 3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are enrolled in)
- Computer skills and software packages, you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card (if you hold one)
- Name and contact details of two referees

##### 4. Submit your application

Applications can be emailed to [employment@napranum.gld.gov.au](mailto:employment@napranum.gld.gov.au) or delivered in person to the Napranum Council reception at 320 Wa-Tyne St Napranum.

This is an identified Position - Genuine occupational requirement:

To perform this role, it is essential that the person is an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under section 25 of the *Anti-Discrimination Act 1991*.

**Please note: applications that are submitted without a cover letter or information addressing the selection criteria may not be considered.**

# Position Description

Title:	Water and Waste Officer	Classification Level	Level 4
Department	Environment and Sustainability	Award	Queensland Local Government Industry (Stream B) Award – State 2017
Reports To:	Director of Environment and Sustainability	Location	Napranum
Nature of Employment	Fulltime		

## PRIMARY POSITION OBJECTIVE/S

- To operate and maintain the water and wastewater treatment plants on behalf of the Council as required ensuring safe efficient and effective operation to meet relevant industry standards in order to maintain the safety and quality of treated water.
- Operate, maintain and provide emergency response for the water and wastewater treatment plants ensuring Workplace Health and Safety, Environmental and Water Quality obligations are adhered to and maintained through personal compliance with legislation, policies and procedures.
- Perform under general direction field-based construction, maintenance and operations activities, incorporating water and wastewater systems within the wastewater treatment plants.
- To assist to complete tasks as directed by the Essential Services Supervisor/Water and Wastewater team.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Complete the collection and testing of water and wastewater samples.
- Management of the water and wastewater treatment plant and equipment to licence conditions.
- Perform manual hardcopy data recording tasks.
- Working with live sewerage.
- Assist with trades with plant maintenance (repair/service/calibrations of plant equipment)
- Input into development/improvement of management system procedures.
- Report all environmental/operational incidents and hazards.
- Undertake other duties as directed by the Water & Waste Supervisor.

## Corporate Responsibilities

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.
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## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Operations Division Manager.
- Work shall be performed in accordance with industry accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Active participation in supervision discussions, performance reviews, professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.

**NAPRANUM ABORIGINAL SHIRE COUNCIL**  
**POSITION DESCRIPTION – WATER AND WASTE OFFICER**



- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### *Essential*

- Current "C" Class Drivers Licence.
- Sound literacy and numeracy skills. (at least Year 10 Maths)
- Analytical skills to conduct tests and evaluate results.
- Agree to vaccinations – Hep A, B, C and Tetanus.
- Be able to work with live sewerage.
- Must be able to comply with PPE requirements for role.
- Must be physically fit for the role.

### *Desirable*

- Must be prepared to be flexible with work hours.
- Certificate II or III in Water Industry Operations
- High level of mechanical aptitude.
- Willing to learn about Local Government Legislation and Council procedures and policies relating to essential services procedures.
- Willingness to learn and undertake training and development during work hours.
- Proven reliability.

## EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.