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AUSTRALIA**  
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# EMPLOYMENT INFORMATION PACKAGE

Water & Sewerage  
Operator/ Assistant



22 January 2021

### **Water & Sewerage Operator/Assistant - Inglewood**

Thank you for your interest in applying for the position of **Water & Sewerage Operator/Assistant, Inglewood** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence in March, 2021.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

For general details of the Council, please visit our website: [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

For further information about the position or duties involved, please contact Council's Human Resources on (07) 4671 7400 or via email on [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au).

I look forward to receiving your application.

Debbie Elliott  
Human Resources Officer



Council currently has the following vacancy:

POSITION: Water & Sewerage Operator/Assistant  
DIRECTORATE: Engineering Services  
LOCATION: INGLEWOOD QLD  
CLOSING DATE: Friday, 12 February, 2021  
ENQUIRIES: Human Resources Officer

Employment Information Packages and options on how to apply can be found on Council's website at [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies)

Applications must be in writing and be addressed to the Chief Executive Officer, LMB 7, Inglewood Qld 4387.

Applications must be received by 5:00pm **Friday, 12 February, 2021.**

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Plumber/Drainer/Water &amp; Sewerage Treatment Plant Operator</b>
<b>DEPARTMENT</b>	Engineering
<b>LOCATION</b>	Inglewood/Texas
<b>AWARD STREAM</b>	Stream B
<b>REPORTS TO</b>	Water & Sewerage Supervisor

### POSITION OBJECTIVE

To ensure water and sewerage maintenance activities are carried out efficiently and effectively across the Inglewood/Texas District of the Goondiwindi Regional Council.

### POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Confined Spaces Certificate (desirable);</li> </ul>
<ul style="list-style-type: none"> <li>• Water Industry Operator Certificate Level III (or equivalent)(desirable);</li> </ul>
<ul style="list-style-type: none"> <li>• Drivers Licence (Class C essential, truck licence 'MR' desirable).</li> </ul>
<ul style="list-style-type: none"> <li>• Current Construction Safety Blue/White Induction Card (essential);</li> </ul>
KNOWLEDGE & SKILLS
<ul style="list-style-type: none"> <li>• Knowledge of operational and maintenance work practices associated with Water and Wastewater Treatment plants;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of operational and maintenance work practices associated with sewage pump station activities;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of operational and maintenance work practices associated with water and wastewater reticulation systems;</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in Water Testing including the use of standard laboratory equipment, tests, methods, procedures and protocols;</li> </ul>
<ul style="list-style-type: none"> <li>• An understanding of Water Quality matters including an understanding of Australian Drinking Water Guidelines (ADWG) and DEC (EPA) wastewater discharge requirements;</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to maintain accurate record keeping including daily logs and test results;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of Pump Station Operations and Maintenance including the interpretation of plans, diagrams, and manuals;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of pumping valving systems; mechanical, electrical and process control systems; and telemetry systems;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of Plumbing and Water Supply fittings;</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge and understanding of chemical dosing programs;</li> </ul>
<ul style="list-style-type: none"> <li>• Able to use a range of tools and motorised equipment;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of Quality Assurance procedures and practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to complete all necessary paperwork associated with the position;</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to proactively and professionally represent the interests of Council.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of environmental issues associated with water and sewerage operations;</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and awareness of Council's policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient personnel management skills to fulfil objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient planning skills to fulfil objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Sufficient skills to ensure that all vehicles, plant and equipment are regularly maintained and kept in good condition.</li> </ul>

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> <li>• Assist in the operation and maintenance of Council's water and wastewater treatment plants and pump stations in the Inglewood/Texas Zone;</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist in the operations maintenance of Council's water &amp; wastewater reticulation systems</li> </ul>
	<ul style="list-style-type: none"> <li>• Perform routine plant inspection and associated maintenance activities;</li> </ul>
	<ul style="list-style-type: none"> <li>• Use, handle and store chemicals in accordance with relevant Occupational Health &amp; Safety requirements and ensure that the relevant chemical dosing is undertaken in an efficient and effective manner to meet plant processing and water quality requirements;</li> </ul>
	<ul style="list-style-type: none"> <li>• Collection of samples and undertaking of relevant tests;</li> </ul>
	<ul style="list-style-type: none"> <li>• Record data and maintain daily logs of plant operations and status and relevant test results;</li> </ul>
	<ul style="list-style-type: none"> <li>• Identify faults and operational condition of plant and make recommendations to the Supervisor to rectify issues;</li> </ul>
	<ul style="list-style-type: none"> <li>• Participate in the on-call rosters for the Inglewood/Texas Zone;</li> </ul>
	<ul style="list-style-type: none"> <li>• Responsible for the timely actioning of works orders as directed by the Water &amp; Sewerage Supervisor, Technical Officer or the Manager, Water and Sewerage.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that timesheets are being completed daily and a detailed record of work carried out is recorded daily on work sheets;</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep daily diary of work activities and issues, and liaise and communicate with staff regarding work activities, daily programs, etc;</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that required quantity of work is achieved on a daily basis and that the quality of the work is satisfactory;</li> </ul>
	<ul style="list-style-type: none"> <li>• To verify the receipt of ordered materials, goods and services, to indicate any variances, and assist in ensuring that only received goods and services are paid for;</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that materials, plant and equipment on finished jobs are recorded and returned to the stores and depot;</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure maintenance and care of the vehicles, plant and equipment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that fuel deliveries and issues, fuel orders, and the completion of all records and registers in this regard are being done as prescribed;</li> </ul>
	<ul style="list-style-type: none"> <li>• Consider and evaluate procedures and techniques, and make recommendations to the Supervisor on possible changes to improve efficiency and quality;</li> </ul>
	<ul style="list-style-type: none"> <li>• Attend regular toolbox meetings;</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure all work is carried out in accordance with the Quality assurance system;</li> </ul>
	<ul style="list-style-type: none"> <li>• Adhere to Goondiwindi Regional Council policies;</li> </ul>
	<ul style="list-style-type: none"> <li>• Execute functions efficiently and effectively in areas of responsibility;</li> </ul>
	<ul style="list-style-type: none"> <li>• Reporting any accident encountered during the course of work;</li> </ul>
	<ul style="list-style-type: none"> <li>• To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff;</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other duties as directed by the Water &amp; Sewerage Supervisor, Technical Officer or the Manager, Water and Sewerage.</li> </ul>
Service	<ul style="list-style-type: none"> <li>• Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.</li> </ul>
Work	<ul style="list-style-type: none"> <li>• To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify exposures, recommending solutions, implementing approved programs, promoting risk prevention measures, updating and monitoring compliance with procedures and managing safety/risk management reporting requirements.</li> </ul>

WORKPLACE HEALTH & SAFETY OBLIGATIONS
All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:
<ul style="list-style-type: none"> <li>• Being aware of the council's WH&amp;S Management System – SAFE PLAN the WH&amp;S Management Plan and MAPs.</li> </ul>
<ul style="list-style-type: none"> <li>• Performing all work and associated functions in a safe manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Complying with all documented WH&amp;S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.</li> </ul>
<ul style="list-style-type: none"> <li>• Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.</li> </ul>
<ul style="list-style-type: none"> <li>• Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&amp;S procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.</li> </ul>
<ul style="list-style-type: none"> <li>• Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.</li> </ul>
<ul style="list-style-type: none"> <li>• Attending any toolbox, team talks or specific training supplied by council.</li> </ul>
<ul style="list-style-type: none"> <li>• Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• Working in a manner that will not endanger themselves, other employees or the public.</li> </ul>
<ul style="list-style-type: none"> <li>• Report any concerns for WH&amp;S to your Supervisor.</li> </ul>

## GENERAL CONDITION OF EMPLOYMENT

<b>AWARD:</b>	Queensland Local Government Industry Award – State 2017
<b>SALARY:</b>	Between Level 5 (\$56,346.68pa) – Level 8 (\$60,635.94pa) (Stream B) plus allowances. Salary will be dependent on Skills and Qualifications.  (under 21 years - Junior rates apply)
<b>SUPERANNUATION:</b>	First 12 months Employee contribution of 6% not compulsory Council Contribution 9.5% if no employee contribution is made, otherwise 12%  Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12%  *Council contribution 9.5% only applies to casuals.
<b>STAFF DEVELOPMENT &amp; TRAINING:</b>	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.  Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
<b>WORKPLACE HEALTH &amp; SAFETY:</b>	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
<b>PROBATION:</b>	All appointments are subject to a six (6) month probationary period.
<b>UNIFORM:</b>	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
<b>SMOKE-FREE WORKPLACE:</b>	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none"><li>• Council buildings;</li><li>• Council vehicles, road plants;</li><li>• Water and sewerage plants and designated confined entry spaces;</li><li>• Other designated areas, which will be notified from time to time.</li></ul>



## RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

### STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

### STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

### STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

## APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

## LOGGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website [www.grc.qld.gov.au/vacancies](http://www.grc.qld.gov.au/vacancies). Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

<b>Post to:</b> Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	<b>Personally deliver to:</b> Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	<b>Email to:</b> <a href="mailto:mail@grc.qld.gov.au">mail@grc.qld.gov.au</a> Attention: Debbie Elliott
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**As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.**

## **REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

## **NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.