



POSITION DESCRIPTION

Water Treatment Supervisor

DEPARTMENT:	Engineering Services
REPORTS TO:	Town & Water Manager
LOCATION:	Mary Street Depot, Georgetown
DATE PREPARED:	JAN 2025
PREPARED BY:	Human Resources

This Statement represents an accurate description of the role of the Water Treatment Supervisor.

Signed Position Incumbent:

Dated:

PRIMARY ROLE PURPOSE

The purpose of this role is to undertake and oversee general operation and maintenance of Council's facilities comprising of all water infrastructure, swimming pool, minor building repairs and maintenance, operation and maintenance of Council's water treatment plants and reticulation network.

ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council.

The Shire covers an area of 39,039km² the Etheridge Shire is bursting with development opportunities with a current population of approximately 800.

Our new vision for the Shire is one for a *"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"*.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community.

ABN 57 665 238 857

Address all correspondence to:
The Chief Executive Officer
PO Box 12
GEORGETOWN QLD 4871

Phone: (07) 4079 9090

Fax: (07) 4062 1285

Email: info@etheridge.qld.gov.au

41 St George Street, GEORGETOWN QLD 4871

The key challenges for the Water Treatment Supervisor over the next three to five years include:

- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

Water Treatment Supervisor

The incumbent will be responsible for, but not limited to:

1. Supervise and participate in day to day operations of the Water Treatment Plants and provide leadership and training to staff within these sections.
2. Assist the council with the installation and removal of water meters, valves & hydrants, maintenance and installation of water mains and pipes, general plumbing maintenance of council facilities including septs when needed.
3. Be responsible for the equipment and processes at Council's water treatment plants that could be subject to extreme weather events.
4. Consult with Management on the continual technology/efficiency upgrades and modifications to ensure Council's water production facilities and operations are of a good standard and cost effective.
5. Implement Water Quality Plans to maintain safe drinking water and report on water quality outcomes.
6. Prepare appropriate reports to Director of Engineering Services on section operations and projects.
7. Provide guidance and assistance on water production facilities at regional communities.
8. Participate in an "On-Call" roster as required
9. Prepare annual maintenance programs for Council's water utilities infrastructure and ensure that these maintenance requirements are met.
10. Undertake maintenance tasks associated with the Water Treatment Plant, River Pump Station, Rising Main and Reservoir and other elements of Council's water utilities infrastructure so as to maintain appropriate levels of service.
11. Undertake Dam Safety Inspections as and when required.
12. Where required, monitor performance of external contractors involved in major works on Council's water utilities infrastructure.

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13. Provide Senior Management (DES) with information on the condition of Council's assets and equipment and report identified defects which are outside of the normal scope of the maintenance program.
14. Participate in regular planning meetings.
15. Ensure good interaction and communication between sections.
16. Adhere to relevant workplace health and safety and environmental policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.
17. Assist in the preparation of annual budgets for water supply infrastructure and operations
18. Undertake other duties as directed from time to time by the Town/Water Manager or Director Engineering Services.

Required Knowledge, Skills and Experience

Mandatory

- Cert III in Water Industry Operations

Desirable

- Backhoe and forklift operators tickets
- HR truck licence
- Basic knowledge of administration (record keeping)
- Basic skills in oral and written communication
- Competent level of skill in small engine handling techniques, pumps etc.

KEY PERFORMANCE INDICATORS

- Completion of all duties (as noted above) in a timely and efficient manner.
- Appropriate notification to supervisor in respect to work absences and leave requirements.
- Compliance with all policies and procedures.
- Compliance with all workplace health and safety standards.
- Punctuality and courtesy at all times.
- Compliance of the adopted Code of Conduct.

KEY BEHAVIOURS

Integrity:

- Follows through with agreed actions.

Excellent work ethic:

- Follows instructions carefully.
- Anticipates potential problems and addresses them with Supervisor.

Team player

- Attends and participates in team meetings.
- Actively contributes to meeting discussions.

Results orientated

- Sees tasks through to completion.
- Completes tasks within specified time frames.

Commitment to Best Practice

- Follows procedures.
- Maintains accurate records.

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- Maintains an understanding of Council policies and procedures.

GENERAL INFORMATION AND CONDITIONS

Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Responsibilities & Accountabilities and provide a Resume with at least two referees.

(the above Key Responsibilities & Accountabilities are not required to be addressed individually within the application to Council)

- Appointment to the position of Water Treatment Supervisor will be *engaged under the relevant Award* with an attractive remuneration package to the successful applicant.

QUALIFICATIONS

To perform this job successfully, an individual must have or be able to demonstrate a background in Water and Waste. The position requires a good general knowledge of the regulations pertaining to Local Government.

- Current Drivers Licence. (HR Licence preferable)
- Construction Industry White Card.
- Certificate of Competency to operate a backhoe and forklift
- Relevant experience (preferably 5 years)
- Cert Qualified in Water Industry Operations

MEDICAL CONDITION

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

CODE OF CONDUCT

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

WORKPLACE HEALTH & SAFETY

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

DRUG & ALCOHOL POLICY

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

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PROBATION PERIOD

A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

ACCOMMODATION

There may be accommodation provided with this position depending on availability and personal requirements.

CERTIFICATES, LICENSES, REGISTRATIONS

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.

Applications for this position should be forwarded to:

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