



NPARC POSITION DESCRIPTION

Position number		Date of last review	September 2023
Position Title	Wastewater Leading Hand		
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>		
Classification	Band 1, Level 2		
Division	Operations		
Location	NPA Region		
Employment Type	Permanent Fulltime		
Hours of Duty	38 hours per week		
Supervisor	Wastewater and Solid Waste Supervisor		
Direct reports	1		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVES OF THE POSITION:

The wastewater Leading hand will undertake activities as directed to operate and undertake planned or responsive activities to the wastewater, pump stations, mains, mechanical maintenance and facilitate electrical maintenance. This includes job planning, job safety and risk assessments, quality monitoring and reporting, identifying and reporting failures, causes and remedies, and actioning tasks from customer requests as directed.

KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

1. Undertake activities as directed to ensure effective daily and after- hours operation and monitoring of reticulation and treatment facilities, including regular reporting.
2. Carry out manual works as required.
3. Undertake activities as directed to operate council's wastewater system to ensure compliance with DES Environmental Authority conditions.
4. Follow work procedures to ensure continuity of service of pump stations, Mains and treatment plants to achieve level of service and compliance.
5. Undertake planned maintenance schedules with the aim to reduce responsive maintenance and unplanned breakdowns.
6. Undertake unplanned breakdown maintenance to ensure legislative requirements are met.
7. Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.
8. Be available for emergency response duties if required participate in an on-call roster system as required to undertake after-hours operational tasks and reactive activities.
9. Additionally, this position may be required to conduct other duties as lawfully directed by the reporting supervisor and/or manager.

SELECTION CRITERIA

Essential

1. Demonstrated Sound knowledge of water and wastewater treatment plant operations planned and reactive maintenance activities.
2. Ability to work as part of a team and follow direction to achieve required treatment outcomes.
3. Sound written and oral communication skills.
4. Demonstrated ability to work safely and follow WHS policies and procedures.
5. Sound attention to detail with analytical skills and the ability to methodically problem solve.

6. Self-motivated with the ability to work unsupervised at times Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve.

Desirable:

- Cert III Water / Wastewater Treatment Operations or willingness to obtain.
- Current General Construction Induction Card
- Accreditation in confined space, working at heights

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
PRINT

Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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