

## Technical Officer (Water and Wastewater)

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Full Time, Ongoing
<b>Industrial Instruments</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
<b>Classification</b>	Minimum level 3.1 Dependent upon skills and experience
<b>Reports to</b>	Water/Wastewater Coordinator
<b>Direct Reports</b>	NIL

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values



**HONESTY**  
WE ALWAYS TELL THE TRUTH



**EMPATHY**  
WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



**ACCOUNTABILITY**  
WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



**RESPECT**  
WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



**TRUST**  
WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

## Key Responsibilities

### Asset Maintenance and Inspections:

- Organise and coordinate inspections, maintenance, repairs, and reporting for reservoirs, water pump stations, flushing devices, and disinfection stations.

### Water Quality Management:

- Assist in ensuring compliance requirements are met for drinking water/wastewater quality.
- Assist in the development and implementation of applicable Management Plans.
- Contribute to the development and implementation of appropriate risk management practices for water and wastewater treatment systems and operations.
- Participate in the development and modification of Council policies and procedures relating to water quality management.
- Maintain knowledge of Australian Drinking Water Guidelines
- Assist in monitoring, auditing, and reviewing compliance with management plans, water quality sampling programs, and associated processes, contributing to continuous improvement where possible.
- Carry out defined water sampling programs across the water supply network downstream of the Water Treatment Plants.
- Liaise with project teams concerning the commissioning of watermain projects in relation to water quality considerations.
- With the support of the Water and Sewerage team, assist in managing disinfection implementation, including chlorine stations and chlorine additions to the distribution system to maintain safe drinking water, and maintain daily data logging.

### Stakeholder Management:

- Respond to enquiries from internal and external customers promptly and professionally.
- Effectively consult with senior staff to set workloads and priorities, report information, and gain assistance with jobs.
- Contribute to the provision of technical advice and support to staff regarding management plans, statutory compliance and reporting matters, water/wastewater quality issues, treatment matters, and water quality monitoring procedures and equipment.

### Reporting and Documentation:

- Assist in the preparation of a range of documents, including technical reports, policies, procedures, work instructions, and action plans.
- Oversee the collection and collation of data for regular and annual reporting functions to ensure timeframes are met.
- Provide support for water quality and sewer incident investigations. This includes:
  - Maintaining internal database records to general Council reports for relevant government stakeholders.
  - Assisting with water quality and sewer incident investigations.

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.

- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Education:

- Formal tertiary qualifications in a relevant field (highly desirable) or demonstrated previous experience.

### Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

### Experience and Knowledge:

- High level technical knowledge in Water Quality Management and Compliance.
- High level investigative and analytical skills.
- Proven practical problem-solving skills.
- Demonstrated 'eye for detail' and accuracy.
- Working knowledge of relevant legislation.
- Advanced computer skills and working knowledge of MS Office Suite of programs.
- Highly developed interpersonal, oral and written communication skills.
- Demonstrated ability to establish work priorities and meet deadlines.

## Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Approving Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	