



## Employment Application Pack

Position Title:	Supervisor – Treatment Technology (Callide Valley)
Vacancy Reference Number:	VRN22/23-009
Department:	Council Services
Location:	Biloela
Employment Status:	Permanent Full Time
Recruitment Commences	Monday 11 July 2022
Recruitment Closes:	Monday 25 July 2022

### TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences are not required – please include details in the application form.

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS								
<b>POSITION APPLYING FOR:</b> Supervisor – Treatment Technology (Callide Valley)						<b>VRN 22/23-009</b>		
<b>FAMILY NAME:</b>						<b>GIVEN NAME(S):</b>		
<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
<b>MAILING ADDRESS:</b>						<b>MOBILE NO:</b>		
						<b>TELEPHONE NO:</b>		
<b>POSTCODE:</b>								
<b>EMAIL ADDRESS:</b>								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn				
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory				
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Are you an Australian/New Zealand citizen or Permanent Resident?   Yes <input type="checkbox"/> No <input type="checkbox"/>								
If no, do you have a working visa? (Please specify type)   Yes <input type="checkbox"/> No <input type="checkbox"/>								
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
		<input type="checkbox"/> Open	<input type="checkbox"/> Provisional	<input type="checkbox"/> Learners				
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:						Year Qualification Obtained:		
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

### PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned*

# ***Supervisor – Treatment Technology***

## **POSITION DESCRIPTION**

### **POSITION DETAILS**

Position Title:	Supervisor – Treatment Technology		
Classification:	Level 4	Position Status:	Permanent Full Time
Employment Conditions:	Queensland Local Government (Stream A) Award – State 2017 Banana Shire Council Certified Agreement – 2021		
Department:	Council Services	Location:	Biloela
Reports to:	Engineer Treatment Operations	Number of reports:	8

### **ABOUT COUNCIL**

#### **Our Vision**

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

#### **Our Mission**

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

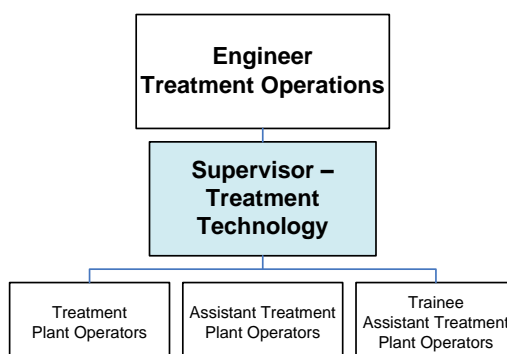
#### **Our Values**

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

### **GENERAL POSITION INFORMATION**

To supervise the day to day operation of the treatment and bore facilities and the delivery of associated activities whilst leading the teams at nominated water supply and wastewater treatment facilities.

### **ORGANISATIONAL REPORTING ARRANGEMENTS**





## DUTIES AND RESPONSIBILITIES

- Provide technical advice and support to internal and external customers
- Lead and mentor staff to promote an environment of interactive learning and development
- Supervise the operation of Council's water treatment facilities, wastewater treatment facilities and associated assets including bores, reservoirs and pump stations
- Organise work programs, rosters and daily tasks for operational staff
- Audit work tasks including SWIMs tasks and water tests to verify completion to appropriate standard
- Ensure water and wastewater quality complies with standards nominated by legislation, Acts, Australian Drinking Water Guidelines and Council Policies and Management Plans
- Ensure treatment operational tasks are completed in a timely and cost effective manner
- Ensure sampling programs are undertaken and analysis of specified parameters are completed
- Ensure all tasks are completed in compliance with the relevant Standard Operating Procedure
- Review and compile Standard Operating Procedures on a regular basis
- Utilise the SCADA/Telemetry network and associated equipment to monitor key operational parameters and respond to alarms / exceedances accordingly and ensure regular calibration of equipment and meters is carried out
- Assist with gathering data and preparation of reports to meet statutory reporting obligations of the Water Supply Regulator and QLD Health
- Liaise with Council's procurement team to source chemicals, materials and equipment from suppliers
- Ensure safe use and storage of dangerous goods (eg. Chlorine, hydrochloric acid)
- Ensure that projects and maintenance programs are delivered on time, to budget and in accordance with specified quality standards
- Undertake condition assessments for water and sewerage treatment related assets, including pools
- Ensure compliance with Council's Drinking Water Quality Management and Recycled Water Management Plans
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Queensland C class manual drivers licence (minimum requirement – provisional licence)
- Certificate III in Water Industry, or relevant equivalent qualification

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Demonstrated knowledge and significant experience in the field of municipal water and wastewater treatment operations
- Knowledge of relevant treatment operation legislative requirements
- Supervisory skills
- Ability to troubleshoot and resolve process issues
- Computer skills (eg. MS Office and SCADA/Telemetry systems)
- High level of interpersonal, oral and written communication skills
- Customer service skills and experience
- Sound understanding of and commitment to EEO and WHS principles and practices.

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required
- The employee agrees to participate in an on call roster
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards
- The employee acknowledges this role is physically demanding and requires an adequate level of fitness to be held and maintained in order to successfully undertake manual labouring tasks.

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: