



**1     TITLE:**                      WATER / WASTEWATER TREATMENT PLANT OPERATOR

**2     CLASSIFICATION:**      BROAD BAND 4

**3     DEPARTMENT:**            OPERATIONS

**4     POSITION OBJECTIVES:**

**4.1     Objectives of Position:**

4.1.1 To operate the Corporations' treatment facilities including water, wastewater, disinfection, recycled water and other ancillary treatment systems in accordance with best practice and required Statutory, Regulatory and Corporate service standards achieving required quality parameters;

4.1.2 Manage and monitor the day to day compliance of the Corporations' treatment facilities with Occupational Health and Safety and Risk Management policies and procedures;

4.1.3 To participate in standby rosters for either water or wastewater facilities as appropriate.

**4.2     Within the Organisation:**

4.2.1 To provide reports and advice to the Water/Wastewater Treatment Plant Supervisor on matters related to the quality and operation of water, wastewater and other ancillary treatment systems;

4.2.2 To provide input into reactive and preventative maintenance programs and the development of Emergency Contingency Plans.

**5     KEY RESPONSIBILITIES**

5.1 Direct supervision of a skilled, suitably resourced and equipped workforce capable of delivering water and wastewater treatment services within required and agreed service standards, 24 hours a day, 7 days a week;

5.2 Undertake efficient and effective operation of the treatment facility and other ancillary systems in accordance with current theory and best practice;

5.3 Assist in developing a "Safety" and "Risk Management" culture by promoting and reinforcing the importance all relevant Occupational Health and Safety and Risk policies and procedures;

5.4 Assist in investigate and resolve any reported incidents or hazards or if appropriate provide recommendations for resolution;



- 5.5 Provide input into ongoing performance management including identification of workforce training requirements, equipment needs, process improvements or other improvements necessary to ensure treatment quality meets expected service levels and standards;
- 5.6 Monitor the accuracy, quality, timeliness and completeness of data collected for Regulatory, Board and other corporate reports;
- 5.7 Assist in ensuring documentation on treatment processes and procedures is up-to-date and the treatment workforce are aware of and complying with requirements;
- 5.8 Assist in promoting process improvement initiatives from the treatment workforce
- 5.9 To participate in the Standby Roster, maximizing the use SCADA and radio telemetry to remotely monitor the operation of the treatment plants and ancillary systems, taking the necessary action to ensure ongoing operation;
- 5.10 To provide input into the ongoing development of the Water Quality Risk Management Plan and implement relevant requirements;
- 5.11 To be available for after hours work on a rostered and ad hoc basis;
- 5.12 Provide input into the Departmental budget.

## **6 ORGANISATIONAL RELATIONSHIP:**

- 6.1 Immediate Supervisor: Water/Wastewater Treatment Plant Supervisor;
- 6.2 Direct Reports: Assistant Water/Wastewater Treatment Plant Operators;
- 6.3 Liaises with the general public to contribute to the provision of excellence in customer service;
- 6.4 Liaises with employees in the Corporation to provide operational feedback and input into reactive and preventative maintenance programs.

## **7 ACCOUNTABILITY & EXTENT OF AUTHORITY:**

- 7.1 There is some scope for this position to act within external Regulations and the set policies, guidelines, objectives and budget of the Corporation with regular reporting mechanisms to ensure achievement of agreed goals and objectives;
- 7.2 Authority to supervise and co-ordinate staff required for the achievement of the programmed tasks.



**8     JUDGEMENT & DECISION MAKING:**

- 8.1     Work objectives are defined. The methodology, technology, process or equipment to be used will need to be selected from a range of engineering or technical alternatives;
- 8.2     Issues which may be encountered by this position may be complex involving problem solving and application of theory or adaptation of previous solutions to new problems;
- 8.3     Advice and guidance would usually be available from within the Corporation.

**9     SPECIALIST KNOWLEDGE AND SKILLS:**

- 9.1     Thorough understanding of principles, systems, processes and procedures required to effectively and efficiently operate water, wastewater and other ancillary systems;
- 9.2     Considerable sampling, analytical and laboratory skills to ensure continuous optimum operation of water and wastewater treatment facilities;
- 9.3     Thorough understanding of the implications of all relevant legislation and regulations applicable to treatment facilities in the Water Industry including EPA licences, the Safe Drinking Water Act and the Australian Drinking Water Guidelines;
- 9.4     Understanding of the practical application of Occupational Health and Safety and Environmental Management policies and procedures relevant to the Water Industry;
- 9.5     Developed skills at undertaking risk assessments and implementing risk mitigation actions;
- 9.6     Developed skills in the use of a variety of computer systems including SCADA telemetry systems and the Microsoft suite of systems.

**10    MANAGEMENT SKILLS:**

- 10.1    Ability to effectively manage your own time, set priorities and achieve objectives and goals within required timeframes;
- 10.2    A self-motivated person with initiative and the ability to work under limited supervision;
- 10.3    Proven ability and track record of directing operational or contract personnel;
- 10.4    An understanding and ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.



**11 INTER-PERSONAL SKILLS:**

- 11.1 Developed written and verbal communication skills;
- 11.2 Demonstrated ability to motivate and train operational employees;
- 11.3 Ability to liaise with counterparts on other organisations to discuss specialist matters.

**12 QUALIFICATIONS AND EXPERIENCE:**

- 12.1 Certificate in Water/Wastewater Treatment equivalent to Certificate III in Water Industry Operations;
- 12.2 Substantial experience in operating water or wastewater treatment facilities and supervising associated staff;

**13 TRAINING:**

- 13.1 The Water/Wastewater Treatment Plant Operator will be encouraged to attend relevant workshops and seminars to ensure ongoing professional development and networking;
- 13.2 The Water/Wastewater Treatment Plant Operator is expected to assist in the training and development of other Corporation employees;
- 13.3 It is desirable that the incumbent undertakes training in other roles within the department, relevant to their qualifications.

**14 KEY SELECTION CRITERIA:**

- 14.1 Certificate in Water/Wastewater Treatment equivalent to Certificate III in Water Industry Operations with substantial operational experience;
- 14.2 Thorough understanding of relevant legislation and regulations;
- 14.3 Proven experience in the supervision of a workforce operating treatment plant facilities;
- 14.4 Sound computer skills;
- 14.5 Willingness to be part of a rostered or ad hoc after hours arrangement;
- 14.6 Sound written and verbal communication skills;
- 14.7 Demonstrated record of promoting a "Safety" and Risk Aware" environment.



**15     PERFORMANCE INDICATORS:**

- 15.1    General performance indicators will be developed around compliance with DHS, EPA and ESC Regulatory and licence requirements;
- 15.2    Additional specific performance indicators will be developed in conjunction with the Water / Wastewater Treatment Plant Supervisor;
- 15.3    General performance indicators will be established around the timely delivery of the Corporations objectives as detailed in the Corporate Plan.

**16     STANDARD CLAUSES:**

- 16.1    To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 16.2    To undertake all duties in a manner which will ensure that my fellow workers and myself comply with the Authority's policies and processes in relation to Occupational health and Safety. Also to draw to the attention of my manager/supervisor or Occupational Health and Safety representative any hazards which present a risk.
- 16.3    To be aware of and follow Westernport Water's policy on managing risk and within delegated authority reduce, remove or minimise such risk or report potential hazards/risks( and possible solutions) to the relevant manager supervisor or Occupational health and Safety representative
- 16.4    To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects
- 16.5    To maintain all records under your responsibility in accordance with the corporation's Records Management Policy

Prepared by:            Steven Porter  
                                 General Manager Operations

Signed...../...../.....

Approved by:           Murray Jackson  
                                 Managing Director

Signed...../...../.....

Signed...../...../.....  
                                 Employee