

Position Description

Position Details			
Position title	Treatment Plant Operator	Position number	PD685-2/1
Group	Assets and Operations	Previous position numbers	Current PD
Section	Water & Sewerage Services	Reports to	Treatment Operations Team Leader
Area	Treatment Plant Operations	Evaluated / approved by	Chris Best
Team	Treatment Operations	Version number	March 2022
Position level code	6 (Line-level employee)		
Position statement	Operate, control, maintain and report on the performance of Bega Valley Shire Council sewerage treatment and Water Treatment plants to ensure compliance with Regulatory requirements and Strategic Business Plan objectives.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Asset Operation	<ul style="list-style-type: none"> Undertake sewage treatment plant and water treatment plant operations and maintenance activities. Assist with the development and implementation of techniques and methods of process control which increase plant performance and efficiency. Assist with the development and evaluation of capital works programs. Assist with the development and review of operational elements of the Water Supply and Sewerage Strategic Business Plan. Confer with Treatment Plant Operations Coordinator and Superintendent on plant operational issues and problems. Participate in emergency and unscheduled work associated with water treatment plants and sewage treatment plants. Participate in emergency and unscheduled work on other BVSC assets arising from natural and other disasters 	<ul style="list-style-type: none"> Ensure treatment plants meet regulatory requirements and operate in accordance with design criteria, including compliance with: <ul style="list-style-type: none"> Health and aesthetic guideline limits of the NHMRC drinking water quality guidelines. Target: 100% compliance. NSW Health requirements for addition of fluoride to drinking water. Target: 100% compliance. NSW SafeWork regulatory requirements. Target: 100% compliance. NSW EPA Licence conditions for sewage treatment plants. Target: 95% compliance with licence conditions New process control techniques and methods implemented to increase plant efficiency Water supply and sewerage levels of service as defined in the section Strategic Business Plan, relevant to treatment plant operations are met. Target: 100% Compliance with individual level of service parameters.

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Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Administration, monitoring and control systems	<ul style="list-style-type: none"> • Provide input to preparation of monthly, quarterly, and annual reports for submission to the Manager Water and Sewerage Services. • Prepare a range of operational documents including daily plant log sheets associated with the role. • Assist with implementation of systems to monitor, control and document treatment plant operational performance. • Provide input into management of quality and environment systems for all treatment plant activities. 	<ul style="list-style-type: none"> • All documents prepared to a high standard and in accordance with Council and regulatory time frames. Target: 100% compliance. • Adverse trends in treatment plant performance are identified and proactively corrected or escalated. Target 100% compliance.
Financials and procurement	<ul style="list-style-type: none"> • Provide input to determination of financial and other resources needed for treatment plant operations. • Requisition tools, materials, equipment, and services necessary for treatment plant operations. • Provide input into monitoring of treatment plant operation, maintenance, administration costs. 	<ul style="list-style-type: none"> • NSW State government regulatory requirements and BVSC policies are complied with in the procurement of goods and services. Target: 100% compliance. • Purchase orders are raised through the internal financial system for all jobs prior to commencement of work. Target: 100% compliance.
Innovation and Adaptability	<ul style="list-style-type: none"> • Willingness to suggest and adopt new initiatives. • Capacity to adapt to and promote change in the workplace. • Identify and use contemporary technology and equipment. 	<ul style="list-style-type: none"> • Promote and adopt new initiatives, changes, technology and equipment.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated practical experience and capability in water treatment plant and/or sewerage treatment plant operations and maintenance. (Indicative 3 years' experience).
- Knowledge of the NSW Government Regulatory environment associated with sewage treatment and drinking water treatment.
- Well-developed written, verbal and computer literacy skills, including skills in the interpretation of engineering plans, specifications and quality systems.
- An understanding of water quality matters including an understanding of Australian Drinking Water Guidelines (ADWG) and NSW EPA regulatory requirements.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as trade qualifications in mechanical, electrical or plumbing disciplines, Cert IV in Water Industry Operations (NWP40515), other qualifications, specialist training or specialist work experience.

Selection criteria – qualifications and licences

Mandatory Qualifications (Prior to Recruitment):

- Cert III in Water Industry Operations (NWP30215) or equivalent level qualifications suitable to the role
- Current NSW Class C Drivers licence
- General Construction Induction – White Card

Mandatory Qualifications (Post Recruitment):

- Enter and Work in Confined Spaces
- Provide First Aid
- Operate and Control Liquefied Chlorine Gas
- Fluoridation of Public Water Supplies
- Working at heights

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 2	Level: 1	Award	Local Government (State) Award 2020
BVSC grade	5			
Pattern of work	7.00am to 4.00pm eight days per fortnight and 7.00am to 3.30pm one day per fortnight, with a half hour unpaid lunch break each day			
Special requirements	<div><input checked="" type="checkbox"/> Weekend Work</div> <div><input checked="" type="checkbox"/> Evening Work</div> <div><input checked="" type="checkbox"/> Public Holiday Work</div> <div><input checked="" type="checkbox"/> Participation in on call roster</div> <div><input type="checkbox"/> Other: Enter details of any other special requirements of this position.</div>			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase card limit: \$1000	
Statutory	As per BVSC Register of Delegations	
Security	Access to BVSC treatment works sites 24 hours/day, 7 days/week.	

Benefits	
Motor vehicle	Work Related Vehicle (commuter use)
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.
Telecommunications	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input checked="" type="checkbox"/> Other: The mobile phone will include SCADA, GIS and asset data input/output functionality
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses
Tools	All tools required for the job provided by the employer.