

Position Description

Position Details			
Position title	Treatment Plant Operator	Position number	PD685
Group	Assets and Operations	Previous position numbers	NA
Section	Water & Sewerage Services	Reports to	Sewage Treatment Operations Team Leader
Area	Treatment Plant Operations	Evaluated / approved by	Chris Best
Team	Sewage Treatment Operations	Version number	December 2020
Position level code	6 (Line-level employee)		
Position statement	Operate, control, maintain and report on the performance of Bega Valley Shire Council sewerage 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	- 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	- Ensure treatment plants meet regulatory requirements and operate in accordance with design criteria, including compliance with: - 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.

Position Description

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Administration, monitoring and control systems	• 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.	• 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	• 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.	• 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	• Willingness to suggest and adopt new initiatives. • Capacity to adapt to and promote change in the workplace. • Identify and use contemporary technology and equipment.	• Promote and adopt new initiatives, changes, technology and equipment.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	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	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	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	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	- 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	- 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	- 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	- 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).
- Ability to operate minor plant including lifting equipment (less than three tonne).
- 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

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 2	Level: 1	Award	Local Government (State) Award 2014
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	☒ Weekend Work ☒ Evening Work ☒ Public Holiday Work ☒ Participation in on call roster ☐ Other: Enter details of any other special requirements of this position.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement ☐ Yes ☒ No Purchase card limit: \$N/A	

Delegations	
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	☐ Workstation PC ☒ Laptop ☐ Tablet ☐ Tablet ☐ Camera ☐ Other: Click here to enter text.
Telecommunications	☐ Desk Phone ☒ Mobile Phone ☐ Wi-Fi Dongle ☒ Other: The mobile phone will include SCADA, GIS and asset data input/output functionality
Workwear	☐ Corporate uniform ☒ Outdoor uniform ☐ Not applicable ☒ Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses
Tools	All tools required for the job provided by the employer.

Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to workplacewellbeing@begavalley.nsw.gov.au.

Job title: Treatment Plant Operator

PD Number(s) PD 600, PD 685

Completed by Name: Wouter van der Merwe

Date: 17/04/2018

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	Laptop
Sitting at desk	Yes	Short periods
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Long periods
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Yes	
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Yes	
Bending	Yes	
Kneeling/Squatting	Yes	
Reaching	Yes	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Minimal Likelihood	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	
Walking <i>including distance eg job sites</i>	Yes	
Walking/running up and down steep slopes	Yes	
Walking whilst pushing/pulling object	Yes	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	No	
Confined spaces <i>if yes this must also form part of position description</i>	Yes	
Requirement to wear personal protective equipment (ppe)	Yes	
Working at heights <i>if yes this must also form part of position description</i>	Yes	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Yes	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Yes	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminats"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	
Plant/Equipment and or vehicle operation	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	No	
Frequent overtime	Yes	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Minimal Likelihood	

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.