

POSITION DESCRIPTION

Position Title:	Treatment Operations Coordinator	Position Code:	
Division:	Infrastructure	Grade:	Grade G
Location:	Wellington	Hours/Week:	38 hour Week
Financial Delegations:	Yes	Reports to:	Water Operations Treatment Specialist
No. Direct Reports:	1	No. Indirect Reports	3

Primary Purpose of Position

To ensure the efficient production and treatment of potable water to Australian Water Drinking Guidelines (ADWG); and the treatment and disposal of sewage to industry best practice and EPA Licence conditions.

Supervision of the treatment team in their daily roles, enabling the provision of a safe, quality water supply and sewerage services to the community.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Water and Sewer Maintenance and Operations	<ul style="list-style-type: none"> • Maintain high quality treatment of water and sewage by reliable operation of treatment plants and the laboratory. • Ensure provision of 24 hour emergency response to address faults and failures for Treatment plants, reservoirs and pumping stations. • Supervise the maintenance and operation of the water supply and sewerage treatment assets in accordance with Council's Policies and Procedures so as to meet Council's objectives as set out in Council's Management Plan. • Ensure that accurate data entry of operation log sheets are up to date.
SCADA/telemetry system	<ul style="list-style-type: none"> • Operate a computer based supervisory control and data acquisition SCADA/telemetry system, servicing both the water supply and sewerage systems, ensuring the prompt transmission of alarms for events such as breakdowns and sewage overflows.
Leadership	<ul style="list-style-type: none"> • Represent the branch in a professional and ethical manner. • Provide the communication link from the Water Operations Specialist Treatment to your members of staff.
Team/People Management	<ul style="list-style-type: none"> • Supervise your team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with HR policies, make recommendations to the Operations Engineer on appointments, promotions and terminations of staff under your control.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. • Ensure appropriate communication to your team to ensure awareness of relevant key issues • Foster good team work and high staff morale within the team. • Authorise requisitions and Time sheets
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> • Assist Water and Sewer Operations Engineer in providing branch input and implementing the following strategic plans & documents; <ul style="list-style-type: none"> • Management Plan • Business Plan • Agreed brief • Branch Budget • Provide input into corporate plans, reports, programs, and policies as required.
Participate on the On Call Roster	<ul style="list-style-type: none"> • Assist with on call when required e.g. staff leave

Inherent Requirements of the Position

- Testing and inoculation against sewerage industry diseases available
- Pre Employment Health Assessment
- Willingness to undertake further studies and training as required
- Trade Certificates
- Class C Drivers Licence
- General Construction Induction Card (White card)
- Confined Space Certification
- First Aid certificate
- A large majority of this role is office based, using computers/electronic systems, thus inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is required to work indoors, outdoors and within confined spaces thus a reasonable level of fitness and good manual handling techniques are an inherent requirement of the role.
- This position is required to wear Dubbo Regional Council issued Personal Protective clothing and Equipment, in accordance with Council's policy, when working outside.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times during work hours and while on call.
- SCADA Laptop to be used only for telemetry uses

Selection Criteria

Essential

1. Certificate IV Water Operations (treatment).
2. Solid experience in supervision of water or sewage treatment plants including associated staff.
3. Demonstrates competency in computer operation and data entry.
4. Experience in telemetry operations.
5. Class C drivers licence.
6. Fluoride course and Chlorine gas handling certificate/training.

Desirable

7. Mechanical/Electrical Trade Certificate or equivalent.
8. Diploma in Applied Science, Chemical Engineering or equivalent.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Sustainability

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies,

	reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: