

## Position Description

<b>Title:</b> Operator Water Process (Positions 5300,5301,5302,5303,5304,5305,5339,5340)	<b>Award Classification:</b> Band 2, Level 1
<b>Department:</b> Water and Sewer	<b>Salary Classification:</b> Grade 3
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

### **Context**

The Water and Sewer team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

### **Role Purpose:**

To work as part of the Water Process Team in the overall treatment, operation and maintenance of Council's water supply and recycled water treatment systems to understand and work to Health, environmental, safety and Council standards, for the benefit of the Kempsey Shire Community.

The position is responsible for:

- Operating in an efficient and safe manner to ensures adequate operations of all treatment facilities relating to Council's water supply;
- Assisting the Water Process Team Leader in maintaining electronic monitoring of operational data, regular assessment and analysis of data against statutory compliance requirements.

### **Key Accountabilities:**

- Provide control, operation, monitoring, testing and maintenance of all facets of the Council's water process systems and recycled water infrastructure
- Actively work in a team environment to become a multi-skilled team member carrying out activities of the team and contribute to more efficient work practices and other workplace development issues
- Participation in a rotational overtime roster for the operation of Water Treatment Plants, reservoirs and Pump Stations on weekends and public holidays
- Participating in a rotating rostered call-out system (Maximum 1 week in every 6 weeks) and/or being available, following consultation and negotiation
- Applying learnt ability to establish chemical dose rates required for the safe treatment of drinking water.

- Monitoring and maintaining water treatment chemical stock levels to ensure chemical deliveries meet operational requirements.
- Identifying equipment faults and process issues, and implement corrective actions to address problems which affect water treatment processes and impact water quality.
- Providing prompt responses and corrective actions to customer enquiries.
- A basic understanding of the Australian Drinking Water Guidelines in relation to drinking water supply and the application of risk based controls to ensuring the quality and delivery of safe water supplies
- Review and recording water treatment plant operational data. Maintain relevant administrative records and statistics, including diaries and computer data bases.
- Collecting and analysing water samples to adopted procedures.
- Monitoring of treatment plant operation via site and SCADA based remote telemetry systems.
- Promptly reporting and recording water quality non-compliances which may lead to water quality incidents. Completing written incident reports when requested.
- Undertaking regular inspections of water treatment infrastructure, including but not limited to Water Treatment Plants, Dams and Service Reservoirs.
- Assisting internal and external service providers in the delivery of preventative, planned and breakdown maintenance of water treatment infrastructure.
- The efficient, effective and safe use of motor vehicles and Council's plant
- Actively participating in team and toolbox meetings
- Assist in training, mentoring, supervision and development of other staff including trainees, apprentices and labour hire
- Ensure compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures
- Performing other reasonable duties as directed by the General Manager or their delegate
- Comply with relevant Council Policies

#### **Core Competencies:**

- Certificate III in Water Industry Operations or currently obtaining Certificate III in Water Industry Operations and demonstrated experience in water treatment operations. A Trade Certificate would be an advantage
- Recent demonstrated experience in water treatment plant operations and water quality
- Fluoridation Certificate or willingness to obtain
- Dam Safety Surveillance Certification or willingness to obtain



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our community to build an  
*inspired, connected*  
Macleay Valley”

- Certificate to operate and Control Liquefied Chlorine Gas Disinfection certification or willingness to obtain
- Proven ability to use a computer including mobile devices and software applications (Microsoft Word, Excel, and Outlook), with an ability to learn other key applications utilised within Council including database software and remote telemetry systems (ClearSCADA).
- Hold and maintain a current Driver's License
- White card General Construction Induction

**Supervision Received:**

This role reports to the Team Leader Water Treatment.

**Supervision Exercised:**

None.

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date