



## POSITION DESCRIPTION

### Our Values



<b>Position title:</b>	Water and Wastewater Operator
<b>Position code:</b>	2350
<b>Section:</b>	Infrastructure Services –Civic Services
<b>Position reports to:</b>	Co-Ordinator Water, Treatment & Trades
<b>Band and level:</b>	2/1
<b>Salary grade:</b>	Grade 7
<b>Staff management:</b>	Nil
<b>Budget responsibility:</b>	Nil

### Primary function of the role:

Reporting to the Coordinator Water Treatment and Trades the Water/ Wastewater Operator is responsible for.

- The operation and maintenance of water & sewerage treatment plant systems, network assets and processes.
- Ensuring activities undertaken are compliant with all relevant licences, standards, guidelines and legislation.
- Routine and non-routine sampling, field testing and laboratory testing of water and wastewater.
- Ensuring data from sampling and testing is accurately recorded and maintained, and interpret data to ensure compliance with all relevant licences, standards, guidelines and legislation.
- Operation of SCADA and field-based HMI's to control equipment.
- Optimise the operation of treatment facilities to improve treatment process, reduce power consumption, reduce chemical usage and improve biosolids production.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

## Person Description:

The right person for this role will:

- Be accepting of new ideas and embrace change
- Be flexible and agile to work across different business areas
- Have a drive for improvement
- Have personal integrity and take responsibility
- Have a genuine customer service focus
- Have the ability to prioritise and schedule work and meet deadlines
- Have excellent time management and organisational skills
- They will embody Council's values

## The Water and Wastewater Operator:

- Has the skills, capability and willingness to solve problems by applying standards and evaluate alternatives.
- Makes safety a fundamental part of work.
- Communicates well and works as part of a team to achieve targets.
- Is responsible for completion of work requiring the application of trades, administration or technical skills and regularly occurring tasks with general guidance on a daily basis.

## Key responsibilities and performance goals:

Responsibilities		Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities, ensure compliance with the legislation and regulations that govern the operations and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none"><li>• Participate and support our engaged workforce fostering a culture of safety and behaviour based on safety principles.</li></ul>
Best Practice and Benchmarking	Support the team to achieve excellence through the establishment, management and monitoring systems, processes, standards and service delivery benchmarks.	<ul style="list-style-type: none"><li>• Participate in discussions around best practice, including suggesting ideas for improvement and process change.</li></ul>
Governance, Risk and Compliance	Identify risks and appropriately notify and manage these risks to councils' operations.	<ul style="list-style-type: none"><li>• Make safety an integral part of work, it is everyone's responsibility to implement the expected behaviours of our organisation.</li><li>• Ensuring own awareness of works programs, so operations and maintenance activities are kept on track to be delivered on time and consistent with Council and other relevant standards.</li><li>• Ensure that all corporate records including accident/incident reporting, plant operation and risk assessments activities are fully and accurately captured and maintained, to comply with</li></ul>

		<p>legislative requirements and business needs.</p> <ul style="list-style-type: none"> <li>• Written and verbal communication, including completion of documentation associated with accident/incident reporting, plant operation and risk assessments activities.</li> <li>• Undertake sustainable work practices that align with Council's commitment to the principles of sustainability, focusing on innovation and sustainable use (and re-use) of materials.</li> </ul>
People	<p>Be a supportive colleague who upholds Council's values.</p> <p>Contribute and participate in team discussions and meetings.</p>	<ul style="list-style-type: none"> <li>• Demonstrate accountable, affiliative and constructive behaviours in all interactions</li> <li>• Foster an engaged and empowered workforce. Embrace continuous improvement principles to improve delivery of services to Council customers.</li> <li>• Commitment to fostering and participating in a positive team environment.</li> <li>• Be flexible and adaptable to the changing needs of the team.</li> <li>• Participate and contribute.</li> <li>• Be available to take on other roles as required (e.g. in leave periods).</li> <li>• Contribute to daily planning discussions, toolboxes and other relevant meetings ensuring that operational safety standards and other requirements are met at an operational level.</li> <li>• Participate in staff competency assessment assessments by giving feedback on staff performance when requested by the Team Leaders.</li> <li>•</li> </ul>
Communication and Consultation	<p>Written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.</p>	<ul style="list-style-type: none"> <li>• Provide clear concise information.</li> <li>• Resolve conflicts using techniques and training, and escalation to Team Leaders or Coordinator for assistance when necessary.</li> <li>• Application of influencing skills to lead and encourage your team to embrace change, demonstrating accountable, affiliative and constructive behaviours.</li> </ul>
Water & Wastewater Support	<p>Carry out operational and maintenance tasks on Council's water and wastewater infrastructure, as directed by Team Leaders and Coordinator.</p>	<ul style="list-style-type: none"> <li>• Provide assistance to the Team Leaders in their leadership of staff including input toward team building/development, assigning work activities, mentoring/coaching, evaluating and managing performance, handling employee complaints and disciplinary actions as required.</li> <li>• Provide assistance to the Team Leaders, and at times directly, supervising staff and contractor(s) undertaking operational and maintenance tasks on water and wastewater infrastructure.</li> </ul>

Systems Operation	Appropriately operate and maintain plant and equipment.	<ul style="list-style-type: none"> <li>• Operate and maintain plant, including Tractors, Trucks, Mowers and other relevant plant items as required.</li> <li>• Perform a range of labouring tasks required for the operation, maintenance and construction of water and wastewater infrastructure.</li> </ul>
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## Entry Level Qualifications: Skills and Experience

### Qualifications, certificates and licences

- Class C Drivers Licence
- Confined Spaces Certificate of Competency or willing to obtain
- A General Construction Induction Card. – White Card

#### Highly Regarded:

- ChemCert (chemical user ticket)
- HR Drivers Licence

### Experience, skills and knowledge

- Water & Sewage treatment plant operational tasks
- Experience in water and wastewater sampling and ability to analyse and interpret the data
- Experience in safely transporting, handling and use of dose chemicals for the treatment of water and wastewater.
- Experience with a range of labouring and cleaning tasks on civil structures, mechanical equipment, pipework and grounds
- Sound understanding and practical application of statutory requirements of various Acts, regulations, and guidelines relevant to the position.
- Experience with IT Systems for the purpose of capturing and analysing data and responding to faults e.g. Excel and SCADA
- Clear written and verbal communication skills
- Demonstrated experience in working collaboratively with peers to ensure consistency in the achievement of organisation objectives (multi-skilling, information and resource sharing).
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
- Undertake sustainable work practices that align with Council's commitment to the principles of sustainability.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.