

Position Description

Position title	Water & Wastewater Treatment Plant Operator
Reports to	Coordinator Treatment Operations
Department	Infrastructure & Planning Services
Classification	Level 7-8 Local Government Industry Award (Stream B)
Last Review Date	October 2017

Position Summary

This position is responsible for the efficient operation of Council's Waste Water Treatment and Water treatment plants to meet the requirements of the Department of Environment and Heritage Protection, and other relevant legislation and Council directives and expectations of the community.

Position Specific Accountabilities

- Monitor treatment plant processes and the site SCADA and telemetry systems to maintain treatment standards generate trends and solve problems.
- Prepare and submit regular reports on the team's activities to the Coordinator Treatment Operations and provide immediate reports on emergent exceptional matters if required.
- Collect wastewater & water samples and conduct appropriate analyses.
- Complete daily data and reporting logs including computerised spreadsheets and advise the Coordinator of any discrepancies.
- Ensure that risk and quality management procedures are adhered to or improved as appropriate.
- Ensure that the treatment plant precinct is kept clean and tidy.
- Be prepared to work outside normal working hours and at other TRC Waste Water & Water Plants and participate in a rostered weekend overtime on-call program.
- Provide assistance in the development, implementation and maintenance of a Maintenance Management System for Waste Water and Water Treatment Assets.
- Liaise with mechanical and electrical staff regarding servicing, repairs and maintenance activities and generate work orders.
- Assist in the development, implementation and maintenance of accredited Quality Assurance for Water and Waste Water Treatment Operations.
- Minor general maintenance associated with the plants.
- Undertake any additional training that may be deemed necessary to carry out the duties of the position.
- Ensure that full and accurate records are made of all business transactions conducted on behalf of the Council and that these records are appropriately kept and stored in the Council's corporate information management system in accordance with the Council's record keeping guidelines.

Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
 - Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.

- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other duties as reasonably expected by Council.

Selection Criteria

Essential

1. Demonstrated experience with telemetry, SCADA, PLC
2. Demonstrated ability to troubleshoot and implement corrective actions
3. Demonstrated process analysis experience
4. Demonstrated plant operation experience
5. Demonstrated experience with record keeping, recording information about water quality and treatment plant operations

Qualifications

- General Construction Induction card, or National equivalent (mandatory)
- Certificate III in Water Industry Plant Operations (desirable)

Position Specific Conditions

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	