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Assistant Wastewater Treatment Operator (2 positions)
- Permanent full time
- 3 month full time contract

Position Description



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WATER.

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that
work
for
you.



TITLE

Assistant Wastewater Treatment Operator

BAND

4 (\$57,133 to \$74,082) (pro-rata)

LOCATION

Cowes Wastewater Treatment Plant, Phillip Island

DEPARTMENT

Operations & Maintenance

DIVISION

Assets & Operations

REPORTS TO

Wastewater Treatment Operator

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Assistant Wastewater Treatment Operator will operate the Corporations’ treatment facilities including water, wastewater, disinfection, recycled water and other ancillary treatment systems in accordance with best practice and required Statutory, Regulatory and Corporate service standards to achieve required water/wastewater quality parameters.

KEY RESPONSIBILITY AREAS

- To operate the Corporations' treatment facilities including water, wastewater, disinfection, recycled water and other ancillary treatment systems in accordance with best practice and required Statutory, Regulatory and Corporate service standards.
- Monitor the day to day compliance of the Corporations' treatment facilities with Occupational Health and Safety and Risk Management policies and procedures.
- Undertake water quality sampling and disinfection monitoring throughout WPW's water entering points and distribution system and undertake bore water, treated effluent and Class A sampling and monitoring as required.
- To participate in after hours work and standby rosters for either water or wastewater facilities as required As part of a skilled, suitably resourced and equipped workforce capable of delivering water and wastewater treatment services within required and agreed service standards, 24 hours a day, 7 days a week.
- To provide information, reports and advice to the Treatment Plant Coordinator and Water/Wastewater Treatment Plant Operator on matters related to the quality, operation of water, wastewater, farm management and other ancillary treatment systems.
- To provide input into reactive and preventative maintenance programs and the development of Emergency Contingency Plans.
- Participate in a "safety first culture" and adherence to Westernport Water's Environmental Management and Asset Management Systems.
- Assist investigating and resolving any reported incidents or hazards or if appropriate provide recommendations for resolution.
- Prudently manage budgets and coordinate goods and services in delivering required service standards and targeted product quality outcomes.
- Assist with the operation and maintenance of the raw water dam, treatment plants (within the property boundary) including identification of workforce training requirements, equipment needs, process improvements or other improvements necessary to ensure treatment quality meets expected service levels and standards.
- Provide appropriate, adequate and timely information and reporting regarding product quality KPI's and performance statistics for the Manager Sustainability & Product Performance, Manager Operations & Maintenance, Executive, Board and other regulatory requirements.
- Demonstrate and encourage innovation, initiative and teamwork in the delivery of the Corporation's corporate objectives and strategies.
- Assist in the Corporation's primary production activities including implementation of land management plans, horticulture (crops and crop trials), agistment, stock (care, transfer, buying and selling) and other general farming work.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from above, looking down at the swimmers. The water is a vibrant blue-green color, and the sunlight filtering through creates a shimmering effect. The silhouettes of the swimmers are visible against the lighter water.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

Many positions in this band would have a formal input into policy development within their area of expertise and/or management.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.

Few positions in this band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

Judgement and decision making

In these positions, the objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives.

However, problems in this band are often of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

Guidance and counsel may be available within the time available to make a choice.

Management and Interpersonal Skills

This position requires skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific set objectives in the most efficient way possible within the resources available and within a set timetable.

Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

This position requires ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

All employees in this band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

They might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of work in this band.

REQUIREMENTS OF THE POSITION

Specialist knowledge and skills

Qualifications through prior training in confined space, first aid, plant & equipment and OH&S practises.

Familiarity with land, crop or stock management practices.

Understanding of principles, systems, processes and procedures required to effectively and efficiently operate water, wastewater and other ancillary systems.

Knowledge of primary production activities and/or irrigation systems and practises.

Developed sampling, analytical and laboratory skills required to ensure continuous optimum operation of water and wastewater treatment facilities.

Understanding of the implications of all relevant legislation and regulations applicable to treatment facilities in the Water Industry including EPA licences, the Safe Drinking Water Act and the Australian Drinking Water Guidelines.

Supervisors in this band require a thorough understanding of the relevant technology, procedures and processes used within their operating unit.

Employees also require an understanding of the role and function of the senior employees to which they provide support, an understanding of the long term goals of the unit in which they work, and an appreciation of the long term goals of the wider organisation.

All employees in this band require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

Positions in this band provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees.

Key Selection Criteria

Certificate in Water/Wastewater Treatment equivalent to Certificate III in Water Industry Operations.

Experience in the operation of water/wastewater treatment facilities, including sampling and testing.

Ability to work autonomously whilst meeting deadlines.

Basic understanding of relevant legislation and regulations applicable to treatment facilities in the water industry.

Sound computer skills including SCADA telemetry and Microsoft Suite along with well written and verbal communication.

Current driver's license.



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