



- 1 **TITLE:** ASSISTANT WATER/WASTEWATER TREATMENT PLANT OPERATOR

- 2 **CLASSIFICATION:** BROAD BAND 3

- 3 **DEPARTMENT:** OPERATIONS

- 4 **POSITION OBJECTIVES:**
 - 4.1 **Objectives of Position:**
 - 4.1.1 Assist in the operation of the Corporation's 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 achieving required quality parameters;
 - 4.1.2 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;
 - 4.1.3 Help ensure that the Corporations commitment to providing a "Safety" and "Risk Aware" environment is being delivered; and
 - 4.1.4 Participate in standby rosters for either water or wastewater facilities as appropriate.
 - 4.2 **Within the Organisation:**
 - 4.2.1 Provide reports and advice to the Water/Wastewater Treatment Plant Operator on matters related to the quality and operation of water, wastewater and other ancillary treatment systems;
 - 4.2.2 Be physically capable of contributing to the safe and efficient operation of the Corporations primary production activities; and
 - 4.2.3 Assist in providing input into reactive and preventative maintenance programs and the development of Emergency Contingency Plans.

- 5 **KEY RESPONSIBILITIES**
 - 5.1 To be 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;
 - 5.2 To assist in the efficient and effective operation of the treatment facilities and other ancillary systems by studying and applying current theory and best practice;

- 5.3 To contribute to the profitable operation of the primary production activities by undertaking works as directed in an efficient and timely matter, providing input towards the cost-effective operation, maintenance and care for the Corporations land, horticultural and farm animal assets;
- 5.4 Within the scope of this role ensure that your activities and the activities of others at the workplace are undertaken in an environment of "Safety" and "Risk Management" awareness and in accordance with all relevant Occupational Health and Safety and Risk policies and procedures;
- 5.5 To be aware of and comply with all operational processes and procedures, letting Supervisors know if the processes or procedures need updating, amending or improving;
- 5.6 To be available for after hours work on a rostered and ad hoc basis after an initial qualifying period, maximizing the use SCADA and radio telemetry to remotely monitor the operation of the treatment plants and ancillary systems, taking the necessary action to ensure ongoing operation; and
- 5.7 To implement the relevant requirements of the Water Quality Risk Management Plan.

6 ORGANISATIONAL RELATIONSHIP:

- 6.1 Immediate Supervisor: Water/Wastewater Treatment Plant Operators;
- 6.2 Direct Reports: Nil;
- 6.3 Liaises with the general public to contribute to the provision of excellence in customer service; and
- 6.4 Liaises with employees in the Corporation to provide operational feedback and input into reactive and preventative maintenance programs.

7 ACCOUNTABILITY & EXTENT OF AUTHORITY:

- 7.1 Accountable for undertaking broad tasks using established skills working under regular supervision;
- 7.2 The extent of authority for this position is limited by standards and procedures, the content of this position description and assigned tasks; and
- 7.3 Work may be undertaken in a team environment or individually and require liaison with customers and suppliers as needed.

8 JUDGEMENT & DECISION MAKING:

- 8.1 Work objectives are well defined.
- 8.2 Problems which may be encountered by this position may be complex involving problem solving; and
- 8.3 When dealing with non-routine matters timely advice and guidance is usually available from within the Corporation.

9 SPECIALIST KNOWLEDGE AND SKILLS:

- 9.1 Understanding of principles, systems, processes and procedures required to effectively and efficiently operate water, wastewater and other ancillary systems;
- 9.2 Knowledge of primary production activities and/or irrigation systems and practises;
- 9.3 Developed sampling, analytical and laboratory skills required to ensure continuous optimum operation of water and wastewater treatment facilities;
- 9.4 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;
- 9.5 Awareness of the practical application of Occupational Health and Safety and Environmental Management policies and procedures relevant to the Water Industry;
- 9.6 Developed skills in the use of a variety of computer systems including SCADA telemetry systems and the Microsoft suite of systems.

10 MANAGEMENT SKILLS:

- 10.1 Ability to plan and effectively manage your own time and achieve objectives and goals within required timeframes;
- 10.2 A self-motivated person with initiative and the ability to work under regular supervision.

11 INTER-PERSONAL SKILLS:

- 11.1 Basic written and verbal communication skills;
- 11.2 The position requires an employee who can gain the co-operation and assistance of customers and other members of the public.

12 QUALIFICATIONS AND EXPERIENCE:

- 12.1 Certificate in Water/Wastewater Treatment equivalent to Certificate II in Water Industry Operations;
- 12.2 Some experience in operating water or wastewater treatment facilities; and
- 12.3 Current Drivers licence suitable for Victoria.

Desirable

- 12.4 Qualifications through prior training in confined space, first aid, plant & equipment and OH&S practises, and
- 12.5 Familiarity with land, crop or stock management practices.

13 TRAINING:

- 13.1 On the job training is to be provided in the operation of the Corporations treatment and ancillary facilities and associated practises and procedures;
- 13.2 Additional internal / external training will be provided to suitable candidates.

14 KEY SELECTION CRITERIA:

- 14.1 Certificate in Water/Wastewater Treatment equivalent to Certificate II in Water Industry Operations;
- 14.2 Some experience in operating a water or wastewater treatment facility;
- 14.3 Willingness to be part of a rostered or ad hoc after hours arrangement;
- 14.4 Sound written and verbal communication skills;
- 14.5 Demonstrated ability to be part of a team;
- 14.6 Physical capability in undertaking farm work activities; and
- 14.7 Possess a current manual Victorian licence.

15 PERFORMANCE INDICATORS:

- 15.1 General performance indicators will be developed around compliance with DHS, EPA and ESC Regulatory and licence requirements;
- 15.2 Additional specific performance indicators will be developed in conjunction with the Water / Wastewater Treatment Plant Supervisor;
- 15.3 Evidence of developing skills through on-the-job and structured training programs.

16 STANDARD CLAUSES:

- 16.1 To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 16.2 To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk.
- 16.3 To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative.
- 16.4 To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.
- 16.5 To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- 16.6 To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.

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