

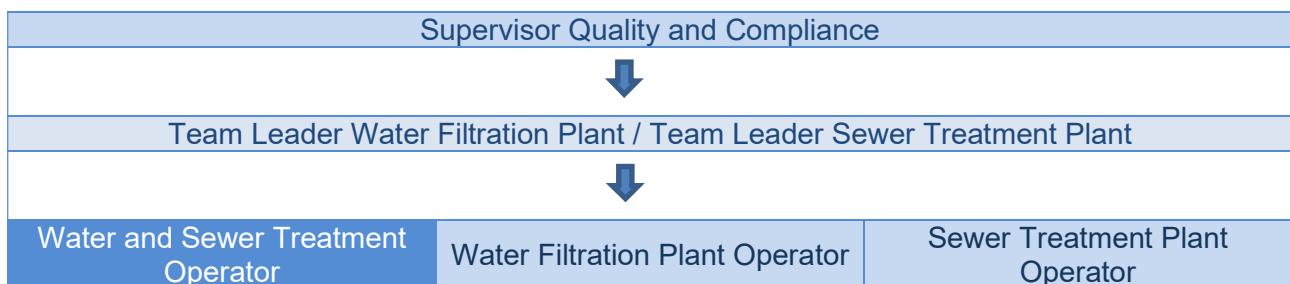
Position Description

Position Title	Water and Sewer Treatment Operator
Position Code	WAT007
Department	Engineering
Division	Water and Sewer
Reports To	Supervisor Water
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 4
Position Status	Full Time Permanent
Allowances	Adverse Working Conditions Allowance On-call Allowance (when operating in an on-call capacity)

SPECIAL CONDITIONS

The role is required to be a on a regular rotating on-call roster as well as ad-hoc hours outside of standard work hours to ensure the operations of both the water filtration plant and the sewer treatment plant. On these occasions, you will be paid in accordance with the Local Government (State) Award.

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to operate the water filtration plant and ent plant and the sewer treatment plant, to a standard that ensures treated water meets regulatory compliance.

This role is responsible for the provision of safe and clean water to the township of Forbes.

This role will also undertake effective, efficient, safe and reliable operations of the Sewer Treatment Plant and sewer reticulation system in accordance with compliance, regulation and legislative standards.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Operation and maintenance of the Forbes Water Treatment Plant, pumping stations, reservoirs and WTP sludge lagoons. This includes sampling, monitoring, repair and project works, water testing and reporting.</i>	40%
<i>Day to day operation and management of the water treatment plant and ancillary sites, including contractor management and site cleanliness.</i>	
<i>Undertake as directed regular and routine maintenance and repair work on the sewer plant and associated infrastructure. Operate the plant in a highly skilled and safe manner compliant with legislation.</i>	40%
<i>Undertake a range of project-based work in the improvement and quality management of the plant as well as sewerage infrastructure project labour.</i>	10%
<i>Assist with administration including reporting, analysis and compliance with Legislation</i>	10%

POSITION RESPONSIBILITIES

- Operate and maintain the water treatment plant, pumping stations, reservoirs, sludge lagoon and non-potable Ootha water system to ensure compliance with regulatory laws and standards. Duties include but are not limited to:
 - Basic lab testing and process controls related to the testing;
 - Repairs of leaks, intakes etc.;
 - Metre reading related to the plant flows;
 - Regular daily of monitoring of plant operations.
 - Reporting of abnormal water quality and process results to supervisor
 - Investigating water quality incidents across town
 - Field sampling and testing throughout the reticulation network.

- Assist in the operation of the sewerage treatment works to ensure the efficient and effective operation and compliance with relevant laws and standards. This includes undertaking the following tasks in a timely, efficient, and effective manner:
 - Monitoring of SCADA for faults and process issues overnight.
 - Cleaning and disposal of grit and screening.
 - Cleaning of Tanks including the UV and ID Tanks.
 - Routine testing to ensure the treatment process is working correctly and dosing pumps are operating correctly.
 - Monitoring of plant operations to ensure all facets are operating correctly.
 - Conduct pump station inspections.

- Carry out emergency maintenance works, labouring duties and be available for regular weekend and on call duties as per the negotiated roster and attend after hours call-outs as required. Fully compliant with all on-call and lone work policies and procedures when working after hours or alone;

- Cooperate with the Water and Sewer Team leadership team to ensure activities related to safety, quality and environmental protection requirements are carried out on a daily basis. Collect, report and ensure accuracy of testing of performance for:
 - Bactological/chemical testing;
 - Emergency bactological testing;
 - Daily monitoring and testing of the plant (NSW Health and NSW Office of Water);
 - Fluoride testing;
 - EPA reporting;
 - Residuals.

- Check the safe operation of all features of any plant operated prior to commencing work each day and diagnose mechanical problems to ensure minimum downtime;

- Use SCADA to monitor plant performance, including trending and alarms.

- Ensure that whilst undertaking sewer reticulation maintenance projects, these projects are undertaken in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards, ensuring appropriate work practices are undertaken;

- As directed by the Supervisor Quality and Compliance and/ or Team Leader Sewer Treatment Plant, undertake a range of activities to effectively support the sewer reticulation maintenance program whilst ensuring they are undertaken consistent with established work quality outcomes.

- Diagnose and rectify any water quality issues through the application of mathematical equations and the Water Chemistry Guidelines;

- Liaise with industry stakeholders as required and answer enquiries from the public and report issues for further action, where appropriate, to provide a high level of customer service;

- Carry out labouring duties and follow all protocols and procedures for pre-start meetings, confined space entry, SWMS, and risk assessments;

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;





- Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
 - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
 - Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
 - Comply with all Council's policies and procedures and Code of Conduct;
 - Complete other duties as directed by the nominated Supervisor;
 - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
General Manager	Strategic direction and guidance
Leadership Team	Operational work management and reporting
Council Staff	For effective delivery of services related to the Water Filtration Plant.
Manager Water and Sewer	Supervisor - Support, Guidance and Direction
Supervisor Water	Support, Guidance and Direction
Team Leader Water Filtration Plant	Supervisor - Support, Guidance and Direction
Team Leader Sewer Treatment Plant	Supervisor - Support, Guidance and Direction
Water Team	Colleagues
External	
Business Community, Community Members, Government Departments	Contractors and suppliers related to the Filtration Plant, and partners to deliver services for the Plant.

	Community as key stakeholders for Council.
Authorities	NSW Health NSW Department of Industry Environmental Protection Agency (EPA)
Industry educational bodies	TAFE, DPI, CENTROC for training and education purposes.
Councillors within the scope of Council's Code of Conduct 'Model'.	Through Director only.

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept



PERSON SPECIFICATION

Essential

- Certificate III or IV Water Industry Operations* (Water Treatment) (Wastewater) and/or industry DPI training in:
 - Chemical Dosing Systems;
 - Water Treatment Operationor equivalent knowledge and skills gained through experience in water operations.

**or capacity to undertake and be qualified within 12 months.*

- NSW Department Health Fluoridation of Public Water Supply Certificate or willingness and capacity to obtain certificate;
- Minimum 12 months experience in water and sewer plant operations (desirable);
- Demonstrated ability to apply and understand mathematical equations and basic chemistry (*will also be tested at recruitment stage*);
- Current Class C Driver's Licence;
- Possess WorkCover Work Health and Safety General Construction Induction or equivalent (or able to gain in probation period);
- Preferred tickets or competency in (or able to attain upon commencement):
 - Forklift (LF);
 - Confined Spaces Ticket;
 - Asbestos Awareness;
 - Backflow Awareness;
 - Working at Heights;
 - Test and Tag;
 - Chemical certification certificate;
 - First Aid;
 - Competent swimmer.
- Able to complete WHS Site Specific Risk Assessments and undertake work activities in the manner specified in the relevant Work Method Statement and data recording with high levels of accuracy, including basic computer, iPad and processing skills using technology;
- Able to work with minimum supervision using judgement and initiative and operating safety when on call and in lone worker situations;

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the Filtration Plant(No private access);
- Mobile Phone (when on call);
- Man-down pendant or appropriate lone worker tool;
- iPad as required, assigned to the Filtration Plant.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No