

Position Description

Water Treatment Plant Operator



Position Title	Water Treatment Plant Operator	Position Number	Various
Division	Engineering	Unit	Water and Wastewater
Job Grade	4A	Award Base	38 Hours
Reports To	Supervisor- Water Treatment and Catchment	Direct Reports	Nil
Revised/Created	August 2019 - Updated		

Primary Objective

- To maintain and operate all water treatment and catchment assets required to provide a high quality drinking water to the residents of the Shire.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Water and Wastewater Operations Unit

The Water and Wastewater Operations Unit is one of five within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for the operations and maintenance of water supply and wastewater systems.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

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The Position

The position under the supervision of the Water Treatment & Catchment Supervisor will maintain and operate the water treatment & catchment assets including Clarrie Hall Dam, Bray Park and Tyalgum Weirs and Bray Park, Uki and Tyalgum Water Treatment Plants to efficiently achieve compliance with water quality guidelines and operating procedures. The incumbent is trained to implement the major elements of the Drinking Water Management System.

The Tweed's Treatment Plants have been assessed as Highly Complex Systems. Operators need the following skills:

- Laboratory Skills
- Coagulation & Flocculation
- Sedimentation & Clarification
- Granular Media Filtration
- Membrane Filtration
- Chlorine Gas Disinfection
- Sodium hypochlorite Disinfection
- Activated Carbon Treatment
- Iron & Manganese Removal
- Sludge Handling
- Fluoride Addition

A combination of technical experience, supervision skills and process knowledge is required to ensure the water quality targets are met. This includes following detailed operational procedures and process controls, verification of water quality through rigorous sampling, in-line monitoring, reacting to water quality changes, troubleshooting alarms and customer enquiries and documenting and reporting information.

The position will involve rostered overtime on a rotational basis to provide weekend and after hours operational services to ensure the continued efficient operation of the water supply.

The incumbent is required to work without close supervision.

The incumbent will be required to act for the Supervisor when required.

The incumbent is required to have completed a Certificate III in Water Operations (Water Treatment) and be eligible for and maintain National Certification. They will also be required to complete the required units of competency for Dam Safety Surveillance and Fluoridation of Public Water Supplies.

The work of the position includes, but is not limited to, the following:

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Key Responsibility Areas	Associated Key Duties
1. Staff Co-ordination	<ul style="list-style-type: none"> • Direct up to 2 employees and/or contractors to complete tasks. • Assist in ensuring a safe workplace.
2. Specialist Advice and experience	<ul style="list-style-type: none"> • Identify process problems and take appropriate course of action with limited direction. • Provide suggestions on plant process improvements for efficient improvement or cost savings. • Immediately report breaches of license or environmental incidents as required. • Troubleshoot customer water quality enquires. • Monitor trends and performance to improve plant operation.
3. Communication and Administration	<ul style="list-style-type: none"> • Ensure daily log sheet and other plant records are accurately completed. • Communicate any defects or non-compliance to supervisor. • Monitor stock levels and advise of required purchases including chemical supplies. • Monitor process and weekly sampling results regime to ensure plant efficiencies are maintained. • Liaise with supervisor to discuss sampling results and possible process adjustments. • Assist in development of procedures and processes. • Undertake complex testing procedures and calculations to interpret results.
4. Operation and Maintenance	<ul style="list-style-type: none"> • Maintain laboratory including calibration and verification of complex inline and bench top instrumentation. • Conduct water quality sampling to required standards. • Operate the water treatment plant and water supply with minimal assistance. • Conduct daily operational and visual/ audible checks on plant infrastructure. • Undertake scheduled maintenance and inspections. • Operate and maintain chemical dosing systems. • Utilise training to ensure safe dosing of Fluoride. • Provide weekend and after hours operational services as part of rostered on-call. • Monitor, respond, escalate and determine appropriate action to SCADA alarms and reports. • Maintain workplace in neat and tidy state.

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	<ul style="list-style-type: none">• Provide assistances to internal and external services providers when they conduct work at the plant.• Implement the Drinking Water Management System risk management framework.• Conduct testing of processes, analyse results and in consultation with the supervisor make appropriate process changes.• Undertake after hours response in a responsible manner.• Act for supervisor as required.• Inspect and maintain water supply assets including dam and weirs with a focus on safety.• Ensure reservoir supply levels are maintained and operated in accordance with standard procedures.• Inspect Dam and Weirs in accordance with training and report information as required.• Provide advice to maintain chlorine residuals across the reticulation network.
5. Licensing	<ul style="list-style-type: none">• Understand licence conditions, Australian Drinking Water quality guidelines and operational limits and reporting requirements.• Provide daily compliance data for water treatment, water access and water sharing licenses and plans.• Understand the regulation of dam surveillance for Council's prescribed Dam.
6. Community Education	<ul style="list-style-type: none">• Direct up to 2 employees and/or contractors to complete tasks.• Assist in ensuring a safe workplace.

As a member of the Water and Wastewater Unit, the position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

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In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

This position is identified as potentially being at risk of exposure to vaccine preventable diseases, as determined by one of the at-risk groups, or where a risk assessment has indicated that they are likely to require a work related immunisation.

It is Council's recommendation that all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Required to liaise with tweed laboratory staff, electrical and mechanical maintenance staff

External Relationships

- Required to liaise with consumers, visiting members of the public, suppliers and contractors

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Required Personal Attributes, Knowledge and Competence

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Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

Knowledge and Competence: (to be addressed in full when making application)

1. Hold a NSW Drivers Licence Class C or equivalent.
2. Certificate III in Water Operations (Water Treatment) or relevant equivalent qualification and water industry experience.
3. Demonstrated knowledge in the operation of Water Treatment Plants and Reticulation Systems.
4. Demonstrated knowledge of High Complexity Water Treatment Plant processes.
5. Demonstrated ability to work in an isolated small team environment.
6. Demonstrated ability to problem solve operational issues and make process adjustments to maintain operational targets.
7. Demonstrated knowledge and experience in the use of SCADA systems.
8. Demonstrated ability to work independently.
9. Demonstrated ability to effectively communicate technical information to supervisors and members of the public.
10. Demonstrated knowledge of WHS and legislative requirements relating to water treatment plants and dams, including Environmental Protection Licences, NSW Department of Health and Australian Drinking Water Guidelines.
11. The position requires the incumbent to be available for 24 hour "on call" emergency service, on a rotational basis and the incumbents home needs to be geographically located within 30 minutes of the Bray Park Water Treatment Plant so that response times to "call outs" is minimised.

Desirable:

12. Demonstrated competence in the operation and maintenance of water pumping stations, reservoirs, and dams.
13. Hold a NSW Department of Health Fluoridation Certificate.
14. Dams Safety Surveillance Training (National Accredited) or equivalent experience.
15. Hold a Confined Space Entry Certificate.
16. WorkCover OHS Induction Training for Construction Work.
17. Hold a NSW Boat Drivers Licence.