

Position Description

Senior Wastewater Treatment Plant Operator



Position Title	Senior Wastewater Treatment Plant Operator	Role ID	WOSPO1
Division	Engineering	Unit	Water and Wastewater - Operations
Job Grade	5	Award	38
Reports To	Engineer - Treatment		
Revised/Created	January 2020 – Template updated		

Primary Objective

- The position under direction from the Treatment Plant Engineer shall coordinate staff and resources to maintain and operate Council Wastewater Treatment Facilities. This includes compliance with plant licence conditions and operating procedures.

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

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.

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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 business and asset planning, asset management, and the capital delivery, of Water Supply and Wastewater systems and also includes the Tweed Laboratory Centre.

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.

The Position

The position is responsible for the daily on-site operations and maintenance of one or more of Council's Wastewater Treatment Facilities. The position reports to the Senior Technical Officer – Treatment Plants for technical advice and is also expected to liaise directly with the Area Supervisor for operational resources.

A combination of experience, supervision and process monitoring skills is required to ensure the plant is run to an efficient capacity to achieve a quality of effluent consistent with the plants capabilities.

This senior role is expected to provide technical advice and direction on daily operations and suggest improvements to ensure the highest possible level of efficiency at Plants under their control.

The position requires a high level of staff supervision to ensure all staff are competent and capable of all essential plant operations and changes to procedures.

The incumbent must be able to participate in the Water Unit's on-call roster system to provide weekend and after-hours operational services.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

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

Key Responsibility Areas	Associated Key Duties
1. Staff Supervision and Co-ordination	<ul style="list-style-type: none">• Identify staff training needs to ensure they have knowledge of current technologies.• Monitor performance management of all staff under the control of the position in accordance with Council Policy.• Supervision of up to 5 employees and contractors.• Co-ordinate daily placement of staff to carry out specific duties.

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	<ul style="list-style-type: none">• Resolve conflicts between staff, management, other Tweed Shire Council staff and members of the community.• Supervise small contractors as required to complete work requirements.• Liaise with supervisor, electrical or mechanical staff to coordinate resources, plant and materials to undertaken large maintenance and repair works.• Address staff issues as they arise.• Assist in ensuring a safe workplace and that reports work in a safe manner and compliance with OH&S Act is maintained.• Challenge staff competencies with plant operations and ensure all staff under control have consistent capabilities.• Ensure rostered after hours work is resourced to sufficient levels.
2. Specialist Advice and Experience	<ul style="list-style-type: none">• Understand EPA licence requirements and ensure staff under control has knowledge of the requirements.• Understand the EEMP (Emergency Environmental Management Plan) requirements and ensure staff under control have knowledge of the requirements.• Understand key working procedures and instructions and ensure staff under control have knowledge of the requirements.• Identify process problems and take appropriate course of action without direction.• Provide suggestions on plant process improvements for efficient improvement or cost savings.• Provide input into new equipment and material for future improvements for inclusion in budget.• Assist in the development of standard operating procedures and process procedures.
3. Plant Administration	<ul style="list-style-type: none">• Ensure daily log sheet/s and other records such as inspection checklists are accurately completed.• Monitor process and weekly sampling results regime to ensure plant efficiencies are maintained.• Collect and store necessary information to ensure compliance with EPA Licence.• Liaise with supervisor to discuss sampling results and additional testing.• Conduct public excursions of plant.

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<p>4. Plant Operations</p>	<ul style="list-style-type: none">• Conduct and coordinate daily visual/ audible checks on plant infrastructure.• Ensure effluent quality and discharge requirements meet licence and conditional standards and report when they fall outside the standards.• Conduct and coordinate staff to conduct daily preventative maintenance and checks in accordance with operation and maintenance manuals and organizational procedures and working instructions.• Conduct and coordinate daily housekeeping tasks as required to maintain all buildings, structures and grounds in a clean and tidy condition.• Conduct and coordinate biosolids handling tasks such as thickening, digestion, dewatering and storage while meeting EPA and organizational requirements• Coordinate operations to minimize energy consumption and costs in line with organizational requirements.• Ensure levels of replacement items, stocks and chemicals are sufficient to maintain continuous operation of plants.• Prepare maintenance plans for routine yearly or six-monthly operations to ensure forward planning of these tasks.• Undertake after hours response in a responsible manner.
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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

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 job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

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

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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

Council requires all incumbents occupying an identified position to 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

- High level of liaison with Plants Engineer and Northern Supervisor to achieve project outcomes, policy changes, staff direction and management, and financial objectives.

External Relationships

- High level of liaison with Plants Engineer and Northern Supervisor to achieve project outcomes, policy changes, staff direction and management, and financial objectives.
- Liaise with members of the public, Government Agencies, Suppliers, Contractors, Consultants, and industry peers to ensure project outcomes, operational compliance, quality customer service, and professional development.

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. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

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Selection Criteria

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

1. Certificate III for wastewater treatment or equivalent qualification.
2. Extensive experience in the operation and maintenance of modern activated sludge wastewater treatment plants.
3. Demonstrated thorough knowledge in the operation of modern activated sludge Wastewater Treatment Plants including chemical dosing.
4. Demonstrated ability to control plant changes or difficulties in a relatively unsupervised environment.
5. Demonstrated knowledge of Occupational Health and Safety and Environmental legislative requirements relating to wastewater treatment plants, including Environmental Protection Licences
6. Demonstrated knowledge and experience in the use of SCADA systems.
7. Demonstrated knowledge of the mechanical operation and maintenance of a wastewater treatment plant.
8. Demonstrated competence in communicating effectively with Professional Engineering staff to maintain and optimise systems performance and problem solve.
9. Demonstrated oral and written communication skills.
10. Demonstrated capacity to provide quality supervision and leadership of a small team to meet organisational goals.
11. Current Vehicle Licence – Car.
12. Demonstrated computing skills, particularly SCADA and Microsoft Excel.
13. Demonstrated ability to respond to alarms or emergency situations at the plant in a responsible manner.
14. The position requires the incumbent to be available for 24 hour “on call” emergency service, on a rotational basis. On call periods require that that you reside within approximately 30 minutes from the Banora Point, Murwillumbah and Kingscliff Wastewater Treatment Plants so that response times to “call outs” is minimised.

Desirable:

15. Trade qualification in a relevant discipline.

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.

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The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Intermediate
Display Resilience and Adaptability	Intermediate
Act with Integrity	Intermediate
Demonstrate Accountability	Intermediate
Relationships	
Work Collaboratively	Intermediate
Communicate with a Customer and Community Focus	Intermediate
Influence and Negotiate	N/A
Results	
Plan and Prioritise	N/A
Think and Solve Problems	Intermediate
Deliver Results	Intermediate
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A