



Position Description

Non-supervisory Employees

Position Title	Wastewater Treatment Plant Operator
Section	Infrastructure Operations - Water and Sewer
Division	Infrastructure
Reports to	Water and Sewer Process Engineer
Grade	8
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

To undertake process checks, sampling, maintenance and construction works associated with all Councils Wastewater Treatment Plants and pumping stations, assist with the operation of the Wastewater Treatment Plants and operate and maintain Council's mobile and fixed sludge dewatering systems.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Maintain Council's Wastewater Treatment Plants and pumping stations
- Assist the Wastewater Treatment Operator in Charge with the operation of Council's wastewater treatment plants
- Maintain and operate Council's dewatering systems
- Organise mobilisation and site establishment of dewatering systems as required
- Operate trucks for biosolids removal
- Organise maintenance and repair of wastewater systems as required, including the dewatering systems.
- Undertake water quality sampling and testing
- Monitor the wastewater scheme using SCADA
- Record statistical information on the performance of wastewater pumping stations and treatment plants using Councils electronic data management systems
- Ensure all activities are conducted in a manner that complies with Councils Environmental Protection Licences
- Work proactively with minimal supervision
- Determine appropriate methods for allocated works
- Ensure tools, equipment and allocated plant is regularly maintained, kept in a tidy/functional state and stored securely when in transit and not in use
- Respond to emergencies and organise resources/materials as required
- Start and finish at alternate worksites as requires
- Work in accordance with relevant legislation and Council policies
- Contribute to continuous improvement and best practice
- Apply Council's values when interacting with internal and external customers
- Participate in an after-hours on call roster and scheduled overtime



- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date	<u>9/6/21</u>	Group Manager	<u>Infrastructure Operations</u>
Date	<u>16/6/2021</u>	Director	<u>Infrastructure</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____