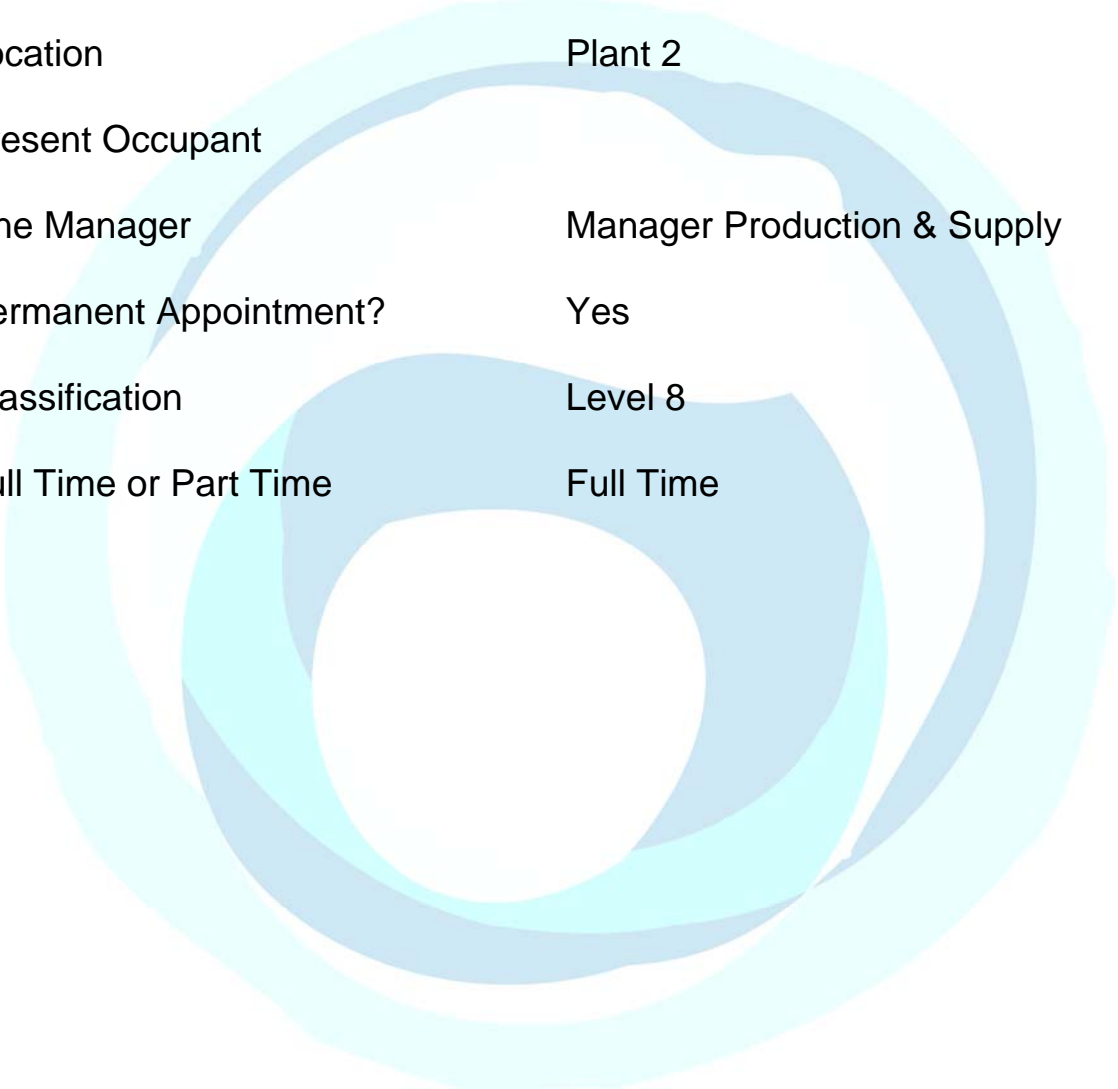


BUSSELTON WATER POSITION DESCRIPTION



Position Title	Water Quality/Treatment Officer
Division	Water Treatment
Location	Plant 2
Present Occupant	
Line Manager	Manager Production & Supply
Permanent Appointment?	Yes
Classification	Level 8
Full Time or Part Time	Full Time

1. POSITION OBJECTIVES

1.1 OBJECTIVES OF POSITION

To effectively and efficiently manage all water treatment plants so that the extraction, treatment and supply of water to the licensed area meets the requirements of the Water Boards Act (1904), Busselton Waters operating licence issued by the Economic Regulation Authority and the Memorandum of Understanding agreed to between Busselton Water and the Health Department WA.

1.2 WITHIN SECTION

To manage Busselton Water's treatment plant operations in accordance with standard operating procedures, statutory requirements, operating licence and health requirements. To oversee contractors and to mentor and develop a small water quality team.

1.3 WITHIN ORGANISATION

To effectively and efficiently manage all water plants and water treatment staff.

2. REQUIREMENTS OF JOB

NB: all requirements are essential for the position unless otherwise stated.

2.1 SKILLS

- Excellent organisational skills
- Excellent time management skills
- Excellent personnel management skills
- Sound written and verbal communication skills
- Advanced computer literacy, including the use of SCADA systems and a water quality database
- Intermediate spread sheeting

2.2 KNOWLEDGE

- Familiarity with relevant Acts and Statutes including Water Boards Act (1904), Occupational Safety & Health Act, Australian Drinking Water Guidelines (ADWG) 2011
- Budget monitoring and assist in preparation of budgets
- Familiarity with Operating licence issued by Economic Regulation Authority (ERA)
- Familiarity with Memorandum of Understanding (MOU)
- Familiarity with Groundwater licence and related reporting obligations
- Demonstrated knowledge of asset and risk management

2.3 EXPERIENCE - ESSENTIAL

- Extensive experience with a chlorinated water treatment system including day to day operations and maintenance
- A good understanding of organisational processes

2.4 QUALIFICATIONS AND/OR TRAINING

- Recognised tertiary qualification or at least 5 years experience in a similar role
- C Class drivers licence
- Cert IV in water industry operations or equivalent demonstrated experience

3. KEY DUTIES/RESPONSIBILITIES

- To operate and maintain Busselton Water treatment plants in an effective and efficient manner including being available out of hours to attend to plant issues
- To provide the customer with quality potable water meeting all relevant standards
- To monitor and maintain Busselton Water's bore field
- To manage Busselton Water's Water Treatment Plant Operators and Gardener/Handyman, and to communicate work plans
- To motivate subordinate staff with an aim of having a harmonious, productive and fulfilling work environment
- Act as a mentor to develop subordinate staff
- Assist with preparation of bids for annual budgets and forward financial plans
- To assist in design of new, major water treatment/extraction plant
- To facilitate, in accordance with a workplace agreement, the rostering of subordinate staff for "on call" duties
- Input into a water quality register data relevant to water quality incidents
- Liaise with Technical Officer, Asset & Risk Management in regards to capital works and in house construction projects
- Monitor for performance and renewal, various related panel contracts
- Compile annual and quarterly water quality reports
- Be aware of, comply with and review as appropriate, a Water Quality Incident Plan
- Responsible for fleet and plant (equipment) maintenance

4. ORGANISATIONAL RELATIONSHIPS

4.1 RESPONSIBLE TO

Manager Production and Supply

4.2 DIRECTION OF

Water Treatment Plant Operators and Gardener/Handyman

4.3 INTERNAL

Busselton Water staff

4.4 EXTERNAL

Contractors/consultants

Members of the public

5. EXTENT OF AUTHORITY

Within legislative requirements, Board policy and delegated authority.

- Day to day decisions within water treatment plants (including bore related matters) but within budgetary constraints and incident planning guidelines
- Incurring and certifying rights in accordance with prevailing authority (F.O.D 03.01)

BUSSELTON WATER POSITION DESCRIPTION

Employee Acceptance Sheet

Position Title _____

Employees Name (Please Print) _____

Employees Signature _____

Line Managers Signature _____

Chief Executive Officer's Signature _____

Date _____