



POSITION DESCRIPTION

Position Title	Water Treatment Plant Operator		
Position Number	025/055/612		
Division	Technical Services - Central Water		
Classification	GVW 2	Employment Status	Full Time
Reports To	District Manager		
Location	Shepparton - Welsford Street		

ROLE PURPOSE

To assist in the efficient and effective operations of the Corporation's water treatment plants and facilities to ensure the continuous supply of potable water to the Corporation customers.

KEY ACCOUNTABILITIES

Operations -

Operation of existing treatment systems and equipment to ensure compliance with water quality and supply guidelines. Includes duties such as optimising chemical dosing, ordering plant chemicals, computer data entry, monitoring and operation of computer based control systems
 Record and maintain plant operational, quality assurance and quality control information. Undertake appropriate corrective action to rectify plant problems.
 Contribute to preparation and review of plant operating, maintenance and safety procedures.
 Test the water being produced on a frequent basis to determine appropriate chemical dosing of the raw water supply; carry out any necessary corrective actions.
 Gather water samples from the raw water supplies, the plant and customers supply services for microbiological and physio-chemical analysis. Carry out the testing of water samples.
 Attend training courses and pass examinations to verify competencies in the operation and maintenance of a water treatment plant.
 Maintain the environs of the various water treatment plants and works in a neat and tidy manner.
 Undertake works to maintain water quality within reticulation systems.
 Investigate and report on customer complaints. Meet and discuss water quality and supply problems with customers.
 Monitor and maintain quality assurance and control records and mechanical equipment.

Maintenance -

Repair and maintain Corporation assets, including pumping plant, water supply and wastewater mains and other works as required. Source and order required equipment and parts.
 Assist in development of maintenance plans for specific facilities.

Compliance -

Follow laid down procedures including use of specified protective clothing, equipment and safety procedures as well as water quality compliance.

Overtime/Standby -

Be continuously available outside normal working hours to attend to plant and/or problems while on a standby duty roster (Continuously available means that the employee must be contactable by telephone and be available to respond to emergency within 15 minutes).
 Be available to work reasonable overtime, including at weekends, in accordance with the requirements of the work unit.
 Be available to work after normal work hours, if required due to plant or facility maintenance or operational problems.

Other Duties -

Perform other duties which may be peripheral or incidental to the main duties of the position.



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QUALIFICATIONS AND TECHNICAL SKILLS

To be, or be able to become, proficient in the application of standardised laboratory procedures and practices.
To be physically capable of undertaking tasks concerned with the operation and maintenance of water treatment plants.
To have a basic understanding of hydraulics and mechanical plant.
To be able to carry out necessary mathematical calculations and interpret results.
A current motor vehicle driving licence.

KEY SELECTION CRITERIA

KNOWLEDGE and SKILLS

Written Communication - Ensures written communications contain necessary information to achieve their purpose

Verbal Communications - Uses a polite and considerate manner when dealing with others

Computer Skills - Understands the purpose of, and is able to use, common software applications for word processing and email

Self-Management - Plans and prioritises work to ensure outcomes are achieved

Service Excellence - Strives to deliver outcomes in a timely manner

Interpersonal Skills - Polite and considerate in dealing with others

Problem Solving - Seeks all relevant information for problem solving

PERSONAL QUALITIES

GVW Values Commitment - a commitment to Goulburn Valley Water's values and team 'I' statements.

Initiative and Accountability - proactive and self starting, and takes responsibility for own actions.

Customer Focus - actively seeks to meet customer needs whilst delivering high quality outcomes.

Empathy and Cultural Awareness - shapes response to individuals based on a range of information they have noted, and communicates well with people from a diverse range of cultures and backgrounds.

Detail Focus - identifies gaps in information, and observes fine details.

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OTHER INFORMATION

All appointments to Goulburn Valley Water may be subject to the following Pre-employment checks:

- * Reference Checking
- * Medical Screening and Health Declaration
- * National Police Records and/or Working with Children

The Corporation will not bind itself to necessarily make any appointment from the applications received.

MEDICAL NOTE

The Corporation has a number of Occupational Health and Safety policies to ensure protection of Corporation personnel, equipment, and third parties. These policies are strictly enforced and MUST be adhered to by Corporation employees.

Employees that come into contact with wastewater are required to be vaccinated for the following:

- * Hepatitis A
- * Hepatitis B
- * Tetanus
- * Q Fever

As per AS/NZS 2927:2001 and AS/NZS 1715:1994, applicant with a history of Asthma or respiratory disease may not be appointed to this position for Occupational health and safety reasons.

Employee

Name _____
Signature _____
Date _____

Manager

Name _____
Signature _____
Date _____

Revision Date: Monday, 19 July 2010

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