

Position Description

POSITION DESCRIPTION

Position:	Relief Water Treatment Operator
Section:	Business Services
Location:	Hervey Bay / Maryborough / Tiaro, Queensland (or other location as appropriate)
Reports to:	Water Treatment Supervisor
Classification:	Level 8 Local Government Employees' Award
Date/status:	Approved August 2010

POSITION OBJECTIVE

To provide a reliable supply of drinking water to the residents of the Fraser Coast which meets WBWC water quality objectives by :-

- Efficient operation and maintenance of dams, water treatment plants, water pumping stations, service reservoirs, re-chlorination stations and monitoring SCADA and telemetry systems.
- Adherence to ISO 22000 system requirements including HACCP principles.

THE ORGANISATION

Wide Bay Water Corporation is the first local government owned corporation in Queensland, providing water and wastewater services to Hervey Bay and Maryborough. The corporation is wholly owned by Fraser Coast Regional Council and governed by a Board of Directors, and employs more than 200 staff.

Wide Bay Water Corporation is situated in Hervey Bay on the Queensland coast approximately 300 kilometres north of Brisbane. The region is one of the fastest growing areas in Australia with a current population of some 93,000 people. Wide Bay Water Corporation provides services to Hervey Bay, Maryborough, Tiaro, Torbanlea, Howard, Burrum Heads, Aldershot, the northern half of Heritage listed Fraser Island and other outlying places.

The region's water network includes Lake Lenthall, Cassava Dam, two weirs on the Burrum River and Teddington Weir on Tinana Creek.

Due to the natural features of Hervey Bay and Maryborough, Wide Bay Water is presented with the unique challenge and responsibility of preserving the environment for future generations. The environmental considerations coupled with the rapid growth of population, requires Wide Bay Water to work at the forefront of technology and forward planning.

Wide Bay Water is also actively seeking markets that will increase ratepayer wealth by providing expert specialised services in the water industry.

ORGANISATIONAL ENVIRONMENT

The functions within Wide Bay Water include: Corporate Services, Business Services and Engineering Services. Each section is managed by a member of the Executive Management team.

The Business Services group is responsible for safe and cost-effective operation and maintenance of dams and catchments, water treatment plants, water pumping stations, water distribution network, sewage treatment plants, sewage collection networks, sewage pumping stations and the effluent reuse program.

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The water treatment operations team is responsible for providing a reliable and affordable supply of potable water to residents which conforms to the Australian Drinking Water Quality guidelines. This requires Operators to work on a shift roster and also to be available for overtime and emergency call-out as required. In addition, operators are required to work under minimum supervision and exercise sound judgement and a high level of discretion in relation to changes to plant operations.

ORGANISATIONAL CHART

As attached (shows where the position sits within the section.)

KEY ACCOUNTABILITIES

Key Result Areas	Key Accountabilities
Treatment Operation	<ul style="list-style-type: none"> Operate and maintain water treatment plant e.g. coagulation, flocculation, clarification, filtration and disinfection in accordance with QA procedures. Perform routine plant and distribution network inspections to maintain operating capability and organise any maintenance work or configuration changes as required. Make necessary changes to production level and adjust chemical dose rates in response to raw water quality. Identify faults and operational condition of plant and report in accordance with asset management plan or statutory requirements.
Control chemical use	<ul style="list-style-type: none"> Use, handle and store chemicals in accordance with workplace health and safety requirements. Ensure chemical dosing is undertaken in an efficient and effective manner to meet plant processing and water quality requirements. Maintain information related to chemical supply and usage in accordance with statutory requirements.
Quality Control	<ul style="list-style-type: none"> Review operating procedures and recommend improvement to plant operating practices. Take corrective action in response to test results or operating problems. Initiate changes and system adjustments to enhance performance.
Monitoring	<ul style="list-style-type: none"> Collect water samples and conduct relevant laboratory tests. Record data and maintain a daily log of water storage levels and plant operations. Monitor SCADA and Telemetry systems and respond to alarms from various locations, laptop, treatment plants, and control room.
Environment	<ul style="list-style-type: none"> Ensure sludges and residuals are processed and disposed of without causing harm to the environment or the community. Ensure environmental licence compliance requirements are adhered to at all times. Maintain treatment plants and grounds in a neat and tidy condition.
Customer Service	<ul style="list-style-type: none"> Ensure work is undertaken in a timely and efficient manner and in accordance with the required quality standards. Provide a high level of service delivery to internal and external customers. Represent Wide Bay Water in a professional manner at all times.
Administration	<ul style="list-style-type: none"> Complete all relevant documentation, e.g.: <ul style="list-style-type: none"> Timesheets, plant /asset forms, Risk assessments

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Key Result Areas	Key Accountabilities
	<ul style="list-style-type: none"> ○ Verbal and written reports.
Human Relations	<ul style="list-style-type: none"> • Work under limited supervision and exercise sound judgement when making changes to plant operation or responding to faults and emergencies. • Maintain a harmonious working environment and support teambuilding with work colleagues.
Risk Management	<ul style="list-style-type: none"> • Comply with Risk Management Policy as relevant to the position.
Safety	<ul style="list-style-type: none"> • Adhere to relevant Workplace Health & Safety Policies and procedures, including WHS Obligations and Responsibility Statements.

DELEGATIONS

As per the schedule of delegations as approved from time to time.

POSITION REQUIREMENTS

Essential

- Good communication skills and the ability to maintain positive relationships with work colleagues and customers.
- Highly adaptable and able to rapidly acquire the skills and knowledge to operate the assets associated with multiple water supply schemes.
- Water Treatment Operator Certificate.
- Water treatment knowledge and operating experience.
- An ability to analyse problems, make sound decisions and exercise good judgement.
- Ability to work on a shift roster as required.
- Willingness to participate in an on-call roster and attend call outs as required, either based at Treatment Plant or Control Room.
- Maintenance of a current "C" class driver's licence.
- Commitment to workplace health and safety.

Desirable

- Confined space certificate (or willing to undergo training to attain certificate).
- Computer literacy and sound knowledge of SCADA and Telemetry.
- Team player also capable of working as an individual operating under limited supervision.

SELECTION CRITERIA

- SC1** Demonstrated experience in water treatment plant operations.
- SC2** Sound knowledge and understanding of chemical dosing processes.
- SC3** Knowledge of water treatment and distribution network equipment operation and ability to make adjustments and undertake defined maintenance tasks.
- SC4** Highly adaptable and able to rapidly acquire the skills and knowledge to operate the assets associated with multiple water supply schemes.
- SC5** Computer literacy and understanding of SCADA and Telemetry systems.

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- SC6** Well developed communications and interpersonal skills.
- SC7** Good analytical skills and an ability to resolve problems and make sound decisions.
- SC8** A demonstrated commitment to workplace health and safety.

