



YOUNG SHIRE COUNCIL

SENIOR WASTEWATER TREATMENT PLANT OPERATOR

JOB DESCRIPTION

1: GENERAL DESCRIPTION

- 1.1 Position:** Senior Wastewater Treatment Plant Operator
- 1.2 Position Holder:** Vacant
- 1.3 Group:** Utility Services Group
- 1.4 Location:** Start/Finish Young Sewage Treatment Plant, Chillingworks Rd Young
- 1.5 Role:** The primary responsibility of this role is to operate and maintain the Young Wastewater Treatment Plant and Water Treatment processes to produce, treated effluent, recycled water, biosolids, and potable water to agreed Regulatory and Health standards in accordance with Council's policies and WHS requirements. The role also requires monitoring and control of Council's water supply and sewerage pumping systems.
- 1.6 Position Reviewed:** August 2014
- 1.7 Accountable to:** Utility Services Supervisor
- 1.8 Accountable for:** The carrying out all duties and functions prescribed under the various Council Policies and Procedures in an efficient, timely, honest, diligent and workman like manner for the betterment of the shire of Young.
- 1.9 Delegated Authority:** Nil

2: AWARD/SALARY PROVISIONS

- 2.1 Award Coverage:** NSW Local Government (State) Award 2014
- 2.2 Work Hours:** Full time, 38hrs per week, nine day fortnight
- 2.3 Salary System Grade:** Grade 12
- 2.4 Entitlements:** Employer superannuation contributions, paid parental leave, long service leave and the option to salary sacrifice superannuation.

3: SELECTION CRITERIA

3.1 Essential:

- Certificate III in Water Industry Operations or NSW Office of Water Wastewater Treatment Course part I and II; or equivalent knowledge and skills acquired through practical experience and on the job learning
- Demonstrated competence and experience in the operation and process monitoring of an activated sludge wastewater treatment plant including chemical dosing
- Demonstrated knowledge and/or experience in the mechanical and electrical operation and maintenance of a wastewater treatment plant
- Demonstrated understanding of statutory regulations and guidelines relating to water industry including: EPA license requirements, Australian Guidelines for Water Recycling and Australian Drinking water Guidelines
- NSW Class MR Drivers Licence
- Licenses and certificates relevant to the position including (but not limited to): WHS induction (White card), Confined Space Entry Certificate
- Knowledge of Work, Health and Safety procedures and how these are applied in a hazardous environment
- Demonstrated ability to communicate effectively in both written and verbal formats
- Demonstrated ability to use computers including use of Microsoft Word, Excel and Outlook and computer control systems such as CITECT and ClearSCADA programs
- Willingness to participate in rostered on-call and call out arrangements, including availability to assist Boorowa Council via resource sharing arrangement (this will include operation of their Water Treatment Plant)

3.2 Desirable:

- NSW Office of Water – Water Treatment Operators course part I and II and/or experience in the operation of water treatment plants
- Experience in conducting water sampling and performing basic laboratory analysis techniques
- Trade qualifications in a related discipline
- Chlorine handling qualification

4: POSITION DUTIES

- To operate and maintain the Young Wastewater Treatment Plant and Pump stations in accordance with EPA licence conditions and WHS Act
- Biological processing, monitoring and control of the sewage treatment process along with chemical dosing and process optimisation.
- Facilitate effective and efficient teamwork.
- Supervision and control of all personnel (Council staff, casual labour, contractors, visitors and general public) entering upon the work site.
- Maintenance and recording of data for the treatment plant and water supply operations.
- Conduct and/or coordinate routine scheduled maintenance of plant and equipment including calibration and basic servicing.
- Liaise with suppliers and troubleshoot problems arising within plant, equipment and instrumentation including chlorine and dissolved oxygen analysers and pumps and motors.
- Sampling and testing of drinking water and the various wastewater streams i.e. influent, effluent, recycled water and biosolids.
- Analysis and interpretation of results including electronic database maintenance.
- Implementation of the Recycled Water Management Plan, including liaison with end users and testing and monitoring of supply.
- Operate and understand telemetry and SCADA technology systems.

- Remote monitoring of sewage and water pump stations via telemetry along with their routine maintenance.
- Minor purchasing of chemicals and reagents for use in the laboratory at the plant.
- Participate in the implementation of the Drinking Water Quality Management System in accordance with NSW Department of Health guidelines.
- Conduct operation and maintenance for the Young pool chlorine dosing system
- Assist in all other areas of Water and Sewerage when required by the Utility Services Supervisor
- Participate in the on-call roster for the sewage treatment plant including use of Smartphone technology for monitoring of the plant, this may also include resource sharing opportunities with neighbouring Councils.

5: KEY PERFORMANCE INDICATORS

- Compliance with EPA license conditions, Wastewater Treatment Plant Operation and Maintenance manual and all Council's policies and procedures.
- Safe operation of the plant in accordance with Council's Work Health and Safety policies and procedures.
- Timely response to system alarms and appropriate changes made for process optimisation
- Maintaining up to date data records.
- Timely reporting of defective plant to avoid or minimise down time affecting treatment works maintenance programme.

6: COMPETENCIES FOR ALL STAFF

Key Duties	Performance Indicators
Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment	<ul style="list-style-type: none"> • Ability to communicate knowledge of Management Plan and how it relates to position and Council's goal • Accept responsibility for and manage own work • Always represent Council in a positive manner
Display a customer focused attitude when dealing with both internal and external customers	<ul style="list-style-type: none"> • Responses and actions are appropriate • Difficult customer situations are dealt with appropriately and without delay • Prioritise customer care as a key issue
Prioritise and respond to tasks within agreed timeframe	<ul style="list-style-type: none"> • Works Orders (CivicView Records) tasks are kept up to date
Communicate in a clear and concise manner when dealing with customers and fellow employees	<ul style="list-style-type: none"> • Clarify communications to ensure they are understood • Document all dealings of consequences
Deliver a high quality service and seek ways to improve work processes	<ul style="list-style-type: none"> • Customer needs and expectations are correctly identified • Demonstrate an attitude of proactive system improvement

Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale	<ul style="list-style-type: none"> • Proactively set and meet work goals • Need for additional support to improve performance is communicated with supervisor • Assist other in meeting team goals and deadlines • Demonstrate teamwork and cooperation both within team and across all Council Departments
Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality	<ul style="list-style-type: none"> • Demonstrate a strong work ethic and a commitment to high standards of internal and external service delivery • Always represent Council in a positive manner • Understand and comply with Code of Conduct
Show respect to other employees and actively discourage all forms of discrimination harassment and bullying	<ul style="list-style-type: none"> • Behaves ethically at all times in the workplace • No substantiated complaints received • Follow and promote EEO principles and deal with others fairly and impartially • Other employees assess non-discriminatory and non-bullying behaviour
Demonstrate an understanding of Council's Work Health and Safety policies and procedures and conform to all WHS requirements of the job	<ul style="list-style-type: none"> • Evidence that WHS is understood and policies and procedures are followed • Actively and positively contribute to participative arrangements for the management of WHS • Implements and monitors risk control measures, consistently, identify and report inadequacies
Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.	<ul style="list-style-type: none"> • Accept continuous learning as part of requirement of position • Opportunities to meet identified development and learning needs are discussed and accepted

7: WHS RESPONSIBILITIES

Key Responsibilities	Performance Indicators
Ensuring all work is performed in accordance with requirements of Council's Work, Health and Safety policy, procedure and legislation	<ul style="list-style-type: none"> • Conformance to WHS policy and procedures • Knowledge of, and use of SWMS/JSA'S and Standard operating procedures • Completion of Plant Start-Up Sheets • Complete Risk Assessments
Taking reasonable care for own Health and Safety as well as that of others	<ul style="list-style-type: none"> • Use of SWMS /JSA's and Standard Operating Procedures • Complete Risk Assessment
Work Health and Safety standards are complied with including following defined risk management polices and procedures	<ul style="list-style-type: none"> • Training records • Non - conformance forms issued.

Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor	<ul style="list-style-type: none"> • Hazard identification / accident, incident/ near miss reports completed accurately within the timeframe. • Workplace inspection reports
Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	<ul style="list-style-type: none"> • PPE worn and maintained • Knowledge and use of Standard operating procedures
Working in accordance with relevant standards	<ul style="list-style-type: none"> • Training records • Supervisor site inspection records
Correct Manual Handling techniques are identified and used	<ul style="list-style-type: none"> • Manual Handling included in all risk assessments • Training in Manual Handling • Correct techniques followed
Correct Ergonomics of office workstations are used	<ul style="list-style-type: none"> • Demonstrate ability to set up workstation ergonomically followed.

8: AUTHORITY AND RESPONSIBILITY

- Be responsible for the operation of the Young Wastewater Plant.
- Be prepared to undertake additional training to facilitate and improve performance of duties.
- Be responsible for the completion and quality of own work function under minimal supervision.
- Authority to liaise with the public and industry representatives concerning specific issues and entry into property.

9: JUDGEMENT AND PROBLEM SOLVING

- Apply standard procedures and guidelines
- Seek to solve problems encountered after making assessment of the issue
- Seek guidance if solution requires variation from standard procedures.

10: SPECIALIST KNOWLEDGE AND SKILLS

- Ability to use the correct equipment to complete assigned duties.
- Ability to ensure all plant and equipment is effectively utilised and maintained in a safe and reliable condition and to take positive steps to overcome defective plant for return to service.
- To use knowledge gained from external and on the job training.
- To be able to independently use machinery/equipment under general guidance.
- To be able to give work directions and guidance to others for basic tasks.
- Keep abreast of amendments to legislation/rules for; WorkCover regulations applying to plant, WHS issues, safe work method statements, manual handling and lifting procedures and anti-discrimination Policy

11: MANAGEMENT SKILLS

- Able to organise own works for routine tasks with minimal supervision.
- May be required at times to supervise other staff or contractors on the site
- Participate as a member of a functional team.
- Guidance provided is readily available for non routine tasks.

12: INTERPERSONAL SKILLS

- To communicate using radio and telephone.
- To explain information in an efficient and effective manner to other Council staff, the public, contractors and authorities.
- To understand and accept specific job directions and to actively communicate with supervisor and other employees.
- To report and record all plant defects and performance issues as a matter of urgency.
- To give work directions to others for basic routine tasks.

13: MANDATORY CONDITIONS OF EMPLOYMENT

The following conditions of employment are mandatory and as such have to be met by the employee at all times:

- To hold an unrestricted and current NSW Driver's Licence.
- To ensure the safety of themselves and fellow employees by following safe work procedures and comply with Council's WHS Policy and procedures.
- To project Council's image in a positive manner.
- To act with diligence, integrity and honesty as an employee of Council.

Non-adherence to these conditions may result in disciplinary action and/or termination of employment.

14: ANNUAL REVIEW

Each position holder shall be reviewed annually to assess performance, training needs and to identify significant changes (if any) in the position description. Assessment will be in accordance with Council's Salary System.

Further Information on the position can be obtained by contacting the Human Resource Officer at Young Shire Council on 02 63801234

15: PHYSICAL REQUIREMENTS

The following table represents the physical environment in which the employee will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

***Key: Not Applicable**

Occasional

Frequent

Constant

Repetitive

O

F

C

R

N Not Relevant to this position

Task is performed for 0-33% of the day

Task is performed for 34-66% of the day

Task is performed for more than 66% of the shift

Work cycle is repeated < 30 sec & performed for > 60min

WORKING CONDITIONS / PHYSICAL REQUIREMENTS - see *Key N, O, F,C,R					
General Demands		Sensory Demands		Other Demands	
Neck Movement (looking up, down, sideways)	F	Sight Use of sight as an integral part of task performance eg. Dark, fine detail	F	Meeting Deadlines	C
Reaching (above shoulder height, forward/side extended)	F	Sight Ability to discriminate between colours Scada	F	Conflict Resolution	O
Hand/Arm Movements (stacking, reaching, mopping, tool use)	F	Hearing Effective hearing ability as an integral part of task performance	O	Sitting for extended periods	O
Bending/Twisting (forward/ backward bending or twisting at waist)	F	Smell use of smell senses as an integral part of task performance	O	Dealing with people	F
Kneeling/Squatting	O	Balance	O	Underground Work	F
Leg Movements (operate machinery)	O	Environmental Factors		Personal Protective Equipment	F
Standing (upright without moving)	O	Dust (expose airborne material ie. Dust & aerosols)	F	Radiation Tasks involve magnetic or radiation sources	N
Driving (operate any mobile plant)	O	Gas / Fumes/ Odours Working with gases or fumes	F		
Walking Even surfaces	F	Liquids Tasks involve working with liquids which may cause skin irritations if contact is made with the skin	O	Manual Dexterity Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing	O
Walking Uneven surfaces	F	Noise Tasks involve exposure to high noise environments, and hearing protection is required to be worn	O	Manual Dexterity Gross motor hand use Gripping, holding, clasping	F
Walking Walking while manual handling object	O	Lighting Tasks involve working in dark or visually- poor environments	O	Task involves working in an awkward positions (Describe)	O
Walking (Up or down steep slopes)	O	Temperature Task involve working in extremes of temperature - hot or cold	F	Confined Space (confined spaces work)	O
Climbing (in and out of plant)	O	Climbing (stairs, ladders, scaffolding)	O	Hazardous Substances Tasks involve working with hazardous substances	F
Manual Handling Tasks involve manual handling of objects (lifting, lowering, carrying, pushing, pulling, restraining) Light, Moderate, Heavy	Heavy		O	Cardiovascular Fitness level required for position Low (sedentary) Medium High (constantly on feet, repetitive physical work)	High

