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Phone: 1300 926 666
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Regional Offices
66 Gray St, Hamilton
15 Townsend St, Portland

POSITION DESCRIPTION

| | |
|-------------------------|-------------------------------------|
| POSITION TITLE: | Treatment Operations Officer |
| SECTION: | Treatment Operations Eastern |
| EMPLOYMENT TYPE: | Full Time Permanent |
| CLASSIFICATION: | Band 4 |
| LOCATION: | Eastern Treatment District |

| | |
|---------------------------|---------------------------|
| Date Approved: | November 2015 |
| Approving Officer: | Branch Manager Operations |

POSITION OBJECTIVES

Primary responsibility for Camperdown Industrial Wastewater Treatment Plant and Terang Wastewater Treatment Plant. Responsibility for other facilities may be added.

Responsibility in absence of usual operator for Camperdown WTP and WWTP, Terang Water Treatment Plant and Cobden Water and Wastewater Treatment Plants.

KEY RESPONSIBILITIES & DUTIES

In primary responsibility, undertake and implement water quality control measures within standard practices and processes (ie. Plant operations, flushing, planned maintenance and operational procedures)

To successfully operate and maintain the water and wastewater treatment systems in area of primary responsibility listed above.

Undertake activities to assist in the management of water quality in the above mentioned reticulation systems.

To participate in the maintenance, operation and monitoring of the water and wastewater systems including treatment facilities.

To provide routine water and wastewater services and related information to customers.

Operate powered mechanical plant such as front-end loader and skid steer.

To operate performance targets and quality methods aimed at improving and security of services to the Authorities customers.

To prepare standard reports and maintain record systems, completion of logbooks, time sheets and other associated information.

Will be compliant with all Wannon Water Occupational Health & Safety policies & procedures at all times

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To contribute to the teams by the exchange of information.

To ensure that customers of the Authority are given prompt and efficient service in accordance with Authorities policies and guidelines.

Undertake after-hours duties (Stand-By) on a roster when requested.

ORGANISATIONAL RELATIONSHIPS

| | |
|-------------------|--|
| RESPONSIBLE TO: | Coordinator Eastern Treatment Operations |
| INTERNAL LIAISONS | All Wannon Water employees |
| EXTERNAL LIAISONS | Authority customers, Statutory Authorities, Contractors, Suppliers |

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountability to the Coordinator Eastern Treatment Operations for the effective, safe and efficient performance of all duties and responsibilities.

Work under limited supervision.

Employees require a thorough understanding of the relevant technical procedures and processes used within their operating procedures.

With limited direction from more senior staff, has the authority to plan own work within established guidelines, standards and procedures.

JUDGEMENT AND DECISION MAKING

Under direction from more senior staff has the authority to plan own work within established guidelines, standards and procedures.

Guidance is available from the Coordinator Eastern Treatment Operations and other members of the Treatment Operations Team.

SPECIALIST SKILLS & KNOWLEDGE

Knowledge and experience in water and wastewater treatment procedures and practices.

Knowledge and understanding of water and wastewater quality issues within the reticulation systems.

Ability to operate relevant automated equipment and computer systems.

Ability to keep up to date records.

Ability to identify and interpret malfunctions in facilities, systems and plants (Electrical, Mechanical and Chemical dosing equipment).

Proficiency in the application of relevant standard procedures, practices and/or in the operation of

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TREATMENT OPERATIONS OFFICER EASTERN



equipment or knowledge of the use of plant which requires a high degree of skill.

MANAGEMENT SKILLS

A skill to manage time and planning organising ones own work.

For primary responsibility, plan works and resources to meet the needs of the systems including contractors and internal staff time.

INTERPERSONAL SKILLS

Sound level of oral and written communication skills

Ability to communicate effectively with employees, contractors, managers, Authority customers and the public.

Gain the co-operation and the assistance of the members of the public and other employees in the performance of activities.

Employees are expected to write reports in their field of expertise suitable for internal or external (contractors) use.

QUALIFICATIONS & EXPERIENCE

Essential

- Current drivers licence
- Minimum of three (3) years experience in a relevant area of work

Desirable

Completion of Industry based training (Certificate Level 2) or knowledge and skills gained through on job training commensurate with the requirements of the relevant work

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001:2008, Quality management systems - Requirements
- AS/NZS ISO 14001: 2004, Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: 2004, Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS 4801: 2001, Occupational health and safety management systems - Specification with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

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OTHER INFORMATION

All successful applicants appointed to Wannon Water are subject to the following:

- Referee Check
- National Police Records Check
- Pre employment medical assessment

Operational employees may also require vaccinations for Hepatitis A & B, a hearing test and a lung function test

Probationary Period

All successful applicants will be subject to a three month probationary period. This may be extended to six months if required.

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Wannon Water employees will demonstrate the values of Wannon Water being:

- **Think It!**
 - Be creative & innovative
 - Embrace change & new ideas
 - Show initiative
 - Rise to the challenge
- **Work It!**
 - Act today for tomorrow
 - Deliver & add value
 - Get on board & have fun
 - Listen, learn, share & grow
- **Own It!**
 - Follow through
 - Take responsibility
 - Walk the talk
 - Celebrate our successes

Intellectual Property and Records

All employees will be accountable and responsible in managing and protecting Wannon Water's intellectual property. Employees will be required to accurately capture and record accurate data in daily business activities and support any decisions made in the Records Management System.

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EASTERN**



Integrated Management System

Every employee has the right and obligation to continually improve the Integrated Management System and ensure its successful operation.

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 4801). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

| Employee | Manager |
|-----------------|-----------------|
| Name _____ | Name _____ |
| Signature _____ | Signature _____ |
| Date _____ | Date _____ |