

Position description

Position title:	Dams and Treatment Operator
Group:	Operations
Reports to:	Dams and Treatment Team Leader
Reports:	Direct: 0 Indirect: 0
Status:	Permanent Full-time
On call roster	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Salary grade:	9
Position code and WAP:	DTO2 223 / DTO3 224 / DTO5 226 / DTO6 227
Location:	Nightcap Water Treatment Plant

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

Primary purpose of the position

To undertake the operation and maintenance of Council's water treatment plants, dosing stations, water sources and related recreational areas, to achieve levels of service including compliance with Council's Drinking Water Management System. The position will undertake activities to monitor and operate the water treatment plants (including fluoridation and re-chlorination sites), water sources and related recreational areas.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Operate and maintain Council's water treatment plants, water sources and related recreational sites, in line with operational plans, and in an efficient manner, to achieve levels of service.
- Use Council's computerised asset management system to enter and retrieve asset and maintenance data.
- Maintain appropriate and accurate records including completion of forms and data recording in the required format.
- Monitor, and reorder if required, supplies of chemicals, materials and spare parts to maximise availability of processes, plant and equipment.
- Arrange and oversee contractors as required in accordance with Council policies and procedures.
- Participate in the implementation, review, continual improvement and internal promotion of Council's Drinking Water Management System.
- Operate, maintain and undertake safety surveillance of Council's dam structures and storage areas, including participation in the review, exercising and implementation of the Dam Safety Emergency Plans (DSEP) for Rocky Creek and Emigrant Creek Dams.
- Participate in the planning, preparation and organisation of work activities including the preparation of standard operating procedures.
- Maintain strong and open communication with other members of the Team to ensure achievement of operational outcomes.
- Maintain and oversee grounds and amenities of council owned recreational parks and operational areas and ensure public compliance with rules and regulations of their usage.

Key challenges

- Producing water that consistently meets Council’s Drinking Water Management System and operational plans from a variety of sources and across a large geographical area.
- Operating and maintaining infrastructure across a large geographical area, in a constantly changing environment.

Work Health and Safety responsibilities

- Promote a health and safety culture in the organisation and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Team Leader	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues. • Provide advice to guide the development, implementation, review and updating of operational plans for water sources, storages and treatment assets. • Identify, discuss and plan for emerging issues and negotiate outcomes. • Monitor and report on the operation and performance of the team.
	Leadership team and key staff	<ul style="list-style-type: none"> • Provide support for innovative solutions to ensure effective operation, maintenance and renewal of Council assets. • Identify and provide advice on new or changing operational requirements. • Share and transfer specialist knowledge, expertise and skills with colleagues and key stakeholders.
	Team members	<ul style="list-style-type: none"> • Contribute positively and work effectively as part of a team. • Receive guidance and advice from team members based on their expertise and experience. • Provide advice and direction to team members to maximise operational efficiency and effectiveness.
	Internal stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication with other staff to collaborate and achieve operational efficiency and effectiveness. • Participate in discussions regarding key aspects of asset operations, maintenance and renewal.

	Who	Why
External	Key external stakeholders.	<ul style="list-style-type: none"> Develop links with other water treatment practitioners to maintain awareness of industry trends and issues. Liaise with members of the public, educational groups and other organisations to maintain Council's image.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name)

(Signature)

(Date)

Selection criteria

- Demonstrated experience in a Water Treatment Operator's role.
- Certificate III in Water Industry Operations.
- Completion of Higher School Certificate or equivalent.
- Demonstrated ability to work independently with or without supervision to achieve targets and the ability to assess and manage competing priorities, and coordinate and execute a program of works.
- Moderate level of oral and written communication skills, including demonstrated computer literacy across the Microsoft Office suite of products.
- Knowledge and understanding of role and responsibilities under the *WHS Act 2011*.
- Be capable of performing physical duties, including ability to swim 25 metres (subject to practical assessment).

Licensing \ Certificates:

- Class C Driver Licence.
- General Construction Induction (CIC-White Card).

Note: This position will require the successful applicant being included on the on-call roster for afterhours duties.

Essential credentials

Qualifications		Skill Step required
2543	Certificate III in Water Industry Operations.	Entry
2539	Completion of Higher School Certificate or equivalent.	Entry
Licences / tickets		
1292	Driver Licence – Class C	Entry
2125	Completion of Council's Employee Induction Training	Entry
2609	Code of Conduct training	Entry
1805	General Construction Induction (White Card)	Entry
1332	Senior First Aid Certificate	Entry
2267	Fluoride Plant Operator Certification - Fluoridation of Public Water Supplies	SS1
1175	Confined Spaces Entry Certificate	SS1
1217	Attainment of Dam Safety Surveillance Certification.	SS1
1005	Formalised 4WD Training (once only)	SS1
1141	Current Chemical Users certification	SS1
1135	Chainsaw operations – level 1	SS1
1675	Completion of manual handling training.	SS1
1506	NSW Waterways Power Boat Licence	SS1
1925	LVR (Low Voltage Rescue) Training	SS1
1336	Forklift Truck (LF) High Risk Work Licence.	SS2
Vaccinations		
2328	Vaccination – Tetanus	Entry
2329	Vaccination – Hepatitis A	Entry
2330	Vaccination – Hepatitis B	Entry

Skill step progression plan

Entry Level	
1001	<ul style="list-style-type: none"> Must have 100% of entry level skills.
1795	Demonstrated experience in a Water and Treatment Operator's role (or equivalent).
1731	Demonstrated ability to swim 25 metres (subject to practical assessment)
1581	Demonstrated experience in procurement of materials and/or services.
1160	Demonstrated high level of oral and written communication skills.
1471	Demonstrated experience in the use and application of the Microsoft suite of products.
1764	Knowledge and understanding of role and responsibilities under the <i>WHS Act 2011</i> .
Skill Step 1	
1001 1451	<ul style="list-style-type: none"> Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
1425	Demonstrated ability to operate and maintain minor plant and equipment (small plant checklist).
1771	Demonstrated ability to undertake risk assessments.
2400	Completion of planned units of training to ensure competency in all major processes within Nightcap WTP, Emigrant Creek WTP and Fluoridation Plants at Skill Step 3.
2159	Demonstrated knowledge of Council's policies and procedures to a competent level for positional requirements.
Skill Step 2	
1001 1002 1452	<ul style="list-style-type: none"> Must have 100% of entry level skills + 100% of Skill Step 1+ Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.
1513	Demonstrated ability to operate a small motorboat.
1424	Demonstrated ability to operate and maintain ride-on mower, tractor/slasher and similar equipment.
1679	Demonstrated ability to use Council's SCADA and telemetry systems to control and monitor operations, access information and analyse trends.
1683	Demonstrated ability to select, calibrate, maintain and repair scientific analysis equipment.
1796	Demonstrated ability to co-ordinate, inspect, monitor, operate and report on source water, storage and catchment activities.
2400	Completion of planned units of training to ensure competency in all major processes within Nightcap WTP, Emigrant Creek WTP and Fluoridation Plants at Skill Step 3.
Skill Step 3	
1001 1003 1453	<ul style="list-style-type: none"> Must have 100% of entry level skills + 100% of skills step 1+2 Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
1264	Demonstrated ability to develop and document standard operating procedures.
1216	Demonstrated ability to coordinate, inspect, perform and report on dam operation, maintenance and dam safety surveillance including demonstrated knowledge of Dam Safety Emergency Plans (DSEP).
1282	Demonstration of basic distribution system knowledge including major and secondary pipeline routes; locations of reservoirs, bulk meters, pump stations and critical valves; and the function and control of major components.
1502	Demonstrated knowledge of weed identification and control measures.
1057	Demonstrated ability to apply the Australian Drinking Water Guidelines Framework to own position.
1570	Demonstrated ability to prepare safe work method statements for own position.

2391	Demonstrated ability to implement and monitor continuous improvements in water treatment system asset performance.
2400	Completed units of competency in all major processes within Nightcap WTP, Emigrant Creek WTP and Fluoridation Plants
Skill Step 4	
1737	To be determined in consultation with your supervisor, subject to the approval of the General Manager.