

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Wastewater Treatment Plant Operator

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| Title | Wastewater Treatment Plant Operator |
| Classification | Band 2 Central Highlands Water Enterprise Agreement 2020 |
| Team, unit | Wastewater Operations, Environmental Services |
| Division | Infrastructure Planning & Operations |
| Work location | 7 Learmonth Road, Ballarat |
| Employment type | Full-time, Ongoing |
| Position reports to | Supervisor Wastewater Treatment |

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW *'Safety is Everyone's Priority'*. We are committed to the safety of our people, customers and the community we serve and we have a zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

We believe that everyone has the capability to show leadership, regardless of their formal level of authority. We expect all team members to focus their efforts on developing and displaying the leadership behaviours defined in our Leadership Capability Framework. We have a commitment to enhancing our leadership maturity across the whole business, through our internal Personal Leadership Program, Learn Lead Grow (LLG), and focussing on Leading Self, Leading People and Leading the Organisation.

Purpose

The primary objectives of the position are to:

- Ensure CHW's wastewater treatment plants are operated and maintained to treat wastewater to industry best practice and to meet CHW's regulatory and environmental obligations; and
- Optimise wastewater treatment and reuse opportunities, enhance catchment land and river health, and plan and implement long term environmental improvement strategic plans.

Key Duties/Responsibilities

As a key member of the Wastewater team, the incumbent will be expected to:

- Aim to achieve 100% EPA license compliance across all CHW plants.
- Working as part of a team, undertake day to day operations across CHW's 12 wastewater treatment facilities, to deliver sustainable wastewater processing.
- Monitor and ensure maintenance of wastewater treatment systems and processes in an accurate and timely manner.
- Maintain plant and equipment and surrounding CHW land at each wastewater treatment plant in accordance with best practice.
- Ensure that all reclaimed water and biosolids products comply with applicable reuse scheme requirements.
- Maintain accurate and timely records of activities, including exception reporting, incident and KPI reporting.
- Undertake relevant administrative tasks necessary for the operation of the treatment plants.
- Carry out various specialist functions related to operation of the wastewater systems.
- Undertake routine and breakdown maintenance duties in accordance with the organisations asset management systems and requirements and ensure assets are maintained to required standards.
- In consultation with the Supervisor, optimise the operation of treatment plants and associated facilities by identifying treatment process inadequacies and take necessary action to address them.
- Maintain and ensure awareness of environmental responsibilities and work to continuously reduce the plants' impact on the environment.
- Assist in the development of Contingency Plans and Operating Procedures to minimise the strategic and operations risks at the wastewater plants.
- Other duties as directed.

1. Authority and Accountability

- Responsible for organising and planning routine work activities in consultation with Supervisor.
- Self-motivated with the ability to work effectively under limited supervision.
- At all times, create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and safety Act, Regulations, and CHW policies and procedures.

2. Judgement and Decision Making

- Required to exercise some discretion in the performance of tasks.
- Required to resolve minor process issues in a timely manner. Guidance is always available from within the business.

3. Specialist Knowledge and Skills

- Able to understand and operate PLC and control system such as CITECT / Clear SCADA.

- Demonstrated accurate and competent computer skills including a working knowledge of Microsoft Office, internet, and specialist software applications.

4. Leadership/Management Skills

- Not required

5. Interpersonal Skills

- Interpersonal and communication skills (verbal and written) sufficient to be able to work effectively as part of a team and build personal rapport with colleagues and contractors.

6. Qualifications and Experience

- Current Victorian Drivers Licence.
- Operational experience in the treatment of wastewater, preferred.
- Certificate III in Water Industry Operations – Wastewater Treatment preferred.
- Forklift Licence, preferred.
- Boat Licence, preferred.
- Front End Loader Licence, preferred.

Special Conditions

- The incumbent is expected to be prepared to work outside normal working hours on a rotating roster to satisfactorily maintain plant operations.

Key Selection Criteria

- Relevant qualifications and licences.
- Demonstrated experience in wastewater treatment, or similar, including a general awareness of the regulations that govern the water industry.
- Ability to perform technical tasks and apply logical problem-solving skills with a focus on continuous improvement.
- Highly motivated with a demonstrated ability to work effectively in a team-based work environment.