

# Role Description

## Wastewater Treatment Plant Operator



<b>Title</b>	Wastewater Treatment Plant Operator
<b>Classification/Grade/Band</b>	Band 2 Level 1
<b>Group/Unit/Section</b>	Water and Sewerage/Water Assets and Facilities Management
<b>Reports to</b>	Crew Leader Wastewater

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Wastewater Treatment Plant Operator is responsible for the operation and maintenance of Council's Wastewater Treatment Plants to provide a cost effective service which meets regulatory requirements and defined levels of service and quality.

The position of Wastewater Treatment Plant Operator is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Operate and maintain Council's Wastewater Treatment Plants and Recycled Water Treatment Plants to ensure compliance with regulatory and other requirements (eg. EPA Licence; Recycling Water Guidelines)



- Respond to and manage process exceptions/equipment failure/unusual events in a timely manner, utilising specialist (e.g. mechanical/electrical/engineering) resources, and reporting to others (e.g. supervisors, regulators), as appropriate;
- Manage and optimise treatment performance through collection and analysis of samples and review of treatment performance data (e.g. laboratory analysis, SCADA);
- Supervise, induct and train other employees, contractors and visitors as appropriate;
- Clean and maintain plant, equipment and buildings, and undertake general grounds maintenance and by-product disposal as required;
- Perform scheduled and preventative equipment maintenance to appropriate standards utilising the incumbent's skills, training and experience;
- Perform weekend duties, out of hours work (planned and unplanned), and participate in a rotating on call roster;
- Perform work health, safety and environmental management tasks as appropriate to the role to ensure the safety and wellbeing of all persons at treatment plant sites;
- Manage performance of Odour Control Systems at various Catchment Pump Stations as required (e.g. Liquid Oxygen, Hydrogen Peroxide etc);
- Implement actions in accordance with the Pollution Incident Response Management Plan (PIRMP);
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the jobholder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;



- Policy and procedures are readily available but the jobholder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- The work of the Wastewater Treatment Plant Operator influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Wastewater Treatment Plant Operator complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Has little or no responsibility for budget development;
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seeks feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service, identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.



## Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

## Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## QUALIFICATIONS

### Essential

- Recognised Wastewater Operations qualification, Water Industry Operations Certificate III or DPI Water Training Certification or demonstrated solid contemporary experience in a similar role equivalent to qualification;
- Current Class C Driver's Licence;



- Overhead Crane Driver Certificate of Competence
- High Risk Work Licence for operation of forklift;
- Crane Chaser (dogman) Certificate of Competence
- Sewer Treatment Works Certificate
- Current Confined Spaces Certification;
- Statement of Attainment in Work Safely at Heights;
- Statement of Attainment in Operate and Control Liquefied Chlorine Gas Disinfection;
- General Construction Induction Card (White Card);
- Current Senior First Aid Certificate or equivalent;
- Proficient swimmer

### **Desirable**

- Certificate of Competency for telehandler (Gold Card);
- Mechanical, electrical or plumbing trade qualification.

### **EXPERIENCE**

- Demonstrated ability to operate Wastewater Treatment Plants, or other similar facilities;
- Demonstrated ability to use computer applications and SCADA;
- Demonstrated ability to operate a range of minor plant and hand tools;
- Demonstrated ability to work cooperatively with and supervise others as part of a small team;
- Demonstrated ability to perform routine tasks, follow policies and procedures, and make decisions without direct supervision;
- Physically and mentally fit in order to carry out the duties associated with this position;
- Knowledge and application of relevant Work Health & Safety requirements.



- Demonstrated chemical and microbiology knowledge

### Key Relationships

Internal	External
Section Managers/Team Leaders/Supervisors	Members of the Public/residents/ratepayers
Other Council employees	Community Organisations – Schools etc
Immediate work team	Contractors and service providers
	Professional/ Industry associations including Unions
	State and Federal Government Agencies

