



POSITION DESCRIPTION

Position Title	Water Treatment Plant Operator/Technical Specialist		
Position Number	FOL/618	Employment Status	Full Time
Division	Technical Services - Central Water		
Classification	GVW 2 / GVW 3		
Reports To	District Manager - Central Water Treatment		
Location	Shepparton - Welsford Street		

ROLE PURPOSE

This position is responsible for operating assigned Water Treatment Plants (WTP's) and other facilities to approved standards and to ensure the delivery of continuous supply of water is compliant with water quality and supply guidelines.

Be required to provide technical support to the Central Water Treatment District Manager (DM) to implement improvements of water treatment plants. The role includes assessing, reviewing, justifying and overseeing the implementation of (WTP) optimisation and preventative maintenance projects across Goulburn Valley Water (GVW).

Work as part of the Central Water Treatment Team, including rotation of assigned WTP's and the ability to support other Goulburn Valley Water teams as required.

KEY ACCOUNTABILITIES

WATER TREATMENT/QUALITY
 Operate Water Treatment Plants to ensure compliance with water quality and supply guidelines for safe drinking water. Assess plant operations and water quality information and undertake corrective action to rectify plant problems. Work with District Manager (DM), Team Leader (TL), consultants and contractors to improve WTP performance in an efficient and effective manner across GVW.

OPERATIONS AND ADMINISTRATION
 Optimise WTP performance and monitor levels of plant chemicals, ensuring maximum stock levels to match current and expected demands. Contribute to the review of plant operating, maintenance and safety procedures.
 Monitor, assess and adjust WTP sites, systems and storage using SCADA, including alarms and performance. Complete regular WTP assessment and reports. Complete administrative functions using computer based systems including Aquantify.

CUSTOMER SERVICE
 Represent GVW in the community and increase the public profile of the Corporation. Investigate and report on customer complaints. Liaise with internal department to create business case submissions when required.

MAINTENANCE
 Undertake works and projects to maintain water treatment assets and source equipment and parts, when required. Develop maintenance plans for assets in conjunction with DM, TL and Senior Operator. Monitor and maintain quality assurance and control records of mechanical equipment. Record actions in Focus and the Asset Management System as required. Maintain the enviros of the various water treatment plants in a neat and tidy manner.

COMPLIANCE
 Comply with Government, Department of Health and GVW regulations, guidelines and policies in regard to treatment, operation and maintenance of treatment plants and other facilities.

SAFETY AND CULTURE
 Undertake work in a safe manner and ensure that you meet the required standards ie. PPE. Demonstrate effective behaviours that align with GVW values and own safety in the workplace.

OVERTIME/STANDBY
 This position is required to be on the standby roster which may require a response to calls/alarms. When required, be available to work reasonable overtime after hours and on weekends, due to plant or facility maintenance or operational problems.

OTHER DUTIES
 Undertake special projects, tasks or reports associated with sampling, testing, laboratory or data management issues. Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.



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QUALIFICATIONS AND TECHNICAL SKILLS

Certificate III in Water Industry Treatment (or equivalent) is desirable.
Degree in Science/Engineering would be highly regarded. (Required for GVW3 classification).
A current motor vehicle licence is essential
Proficient in the application of standardized laboratory procedures and practices (or the ability to be trained).
Experience in the water or similar industry with particular emphasis on chemical processes and quality management systems. Knowledge of related water, health and environmental legislation would be an advantage.
To have a well developed understanding of hydraulics and mechanical plant.

KEY SELECTION CRITERIA

KNOWLEDGE and SKILLS

Written Communication - Prepares briefs, letters, emails and reports using clear, concise and grammatically correct language

Verbal Communications - Clearly and confidently communicates with people at all levels of the organisation

Presentation Skills - Communicates orally in a manner which is clear, fluent and holds the audience's attention

Advanced Computer Skills - Uses a wide range of software application features for word processing, spreadsheets, etc.

Interpersonal Skills - Uses understanding of individuals to get the best outcomes for the person and organisation

Planning and Organising - Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required

Self-Management - Plans and prioritises work to ensure outcomes are achieved

Leadership - Supports individuals and the team, delegating responsibilities appropriately

Influence and Negotiation - Adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections

Service Excellence - Constructively deals with service issues that arise in a timely manner

PERSONAL QUALITIES

GVW Values Commitment - a commitment to Goulburn Valley Water's values and team 'I' statements.

Conceptual and Analytical - uses analytical and conceptual skills to reason through problems.

Customer Focus - actively seeks to meet customer needs whilst delivering high quality outcomes.

Developing Others - actively seeks to improve other's skills and talents by providing constructive feedback, coaching and development opportunities. Appropriately delegates responsibilities to further the development of others.

Self-Confidence - listens to and considers thoughts of others, and reflects on their own actions in a balanced way.

Self-Discipline - maintains a consistent and sensible pattern of behaviour under pressure, and recognises own limitations and works with others to ensure plans are achieved.

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OTHER INFORMATION

All appointments to Goulburn Valley Water may be subject to the following Pre-employment checks:

- * Reference Checking
- * Medical Screening and Health Declaration
- * National Police Records and/or Working with Children

The Corporation will not bind itself to necessarily make any appointment from the applications received.

Code of Conduct for Victorian Public Sector Employees

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

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".

Qualifying Period

A qualifying period of 6 months shall apply from the date of commencement in the position.

Environmental Responsibilities

The Corporation has an Environmental Management Policy and requires all employees to embrace its philosophies and comply with its contents.

Corporate Responsibilities

The employee will adhere to all systems, policies and procedures of Goulburn Valley Water in relation to the Corporation's activities, including public safety, property care, security of Goulburn Valley Waters assets information, quality management and risk management.

Recordkeeping Responsibilities

Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at Goulburn Valley Water in the Corporations Records Management system. Managers/Coordinators who have direct reports are responsible for ensuring staff in their department/team carry out their recordkeeping responsibilities.

Occupational Health and Safety

The Corporation has a number of Occupational Health and Safety policies to ensure protection of Corporation personnel, equipment, and third parties. These policies are strictly enforced and MUST be adhered to by Corporation employees.

Medical Note

Operational employees that come into contact with wastewater are required to be vaccinated for the following:

- * Hepatitis A
- * Hepatitis B
- * Tetanus
- * Q Fever

As per AS/NZS 2927 AS/NZS 1715, applicants with a history of Asthma or respiratory disease may not be appointed to operational positions due to OHS reasons.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____