

Upper Lachlan Shire Council



Position	Treatment Plant Operator
Reports to	MANAGER, WATER, SEWAGE AND WASTE
Group	ENVIRONMENT AND PLANNING
Band/Level	B2/L2
Grade	11
Date revised	2021

Primary Purpose

To operate and monitor Council's treatment plants and associated infrastructure in accordance with legislative and regulatory requirements, and carry out both plant and pipeline network maintenance and operational activities in an efficient, effective and safe manner.

Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

Accountabilities

- Deliver efficient and effective operation of Council's treatment plants, and associated infrastructure, in accordance with legislative and regulatory requirements and Council policies and procedures.
- Maintain the quality of work performed at the plant and the quality of water or discharge produced.
- Maintain daily logs and registers of operational information and data.
- Carry out, or cause to be carried out, plant inspections, equipment checks and calibrations, and regular routine housekeeping and maintenance at treatment plants.
- Undertake the collection, sampling and analysis of water samples, in order to monitor and adjust treatment plant performance.
- Collect and collate data and prepare reports to meet internal and external requirements.
- Prepare estimates or obtain quotes for works associated with Council's treatment plant as required.
- Identify, handle and dispose of chemicals in a safe manner.
- Undertake research and prepare reports in a timely manner as required.
- Monitor contractors to ensure compliance with WHS responsibilities and achievement of works within established timeframes.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct (including quality customer service), making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with internal and external WHS regulations, policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

Key relationships

Internal	External
Water, Sewage & Waste team	Government Agencies and Authorities
Other staff	Community members

Essential Criteria

1. Certificate III in water industry operations or a related discipline with contemporary experience in a similar role; or substantial contemporary experience in a similar role, coupled with ongoing professional development to support contemporary knowledge.
2. Contemporary knowledge and demonstrated experience in the operation and maintenance of water or waste water treatment plants.
3. Proven ability to work independently or productively as a member of a team and contribute to team goals.
4. NSW Health Fluoride Plant Operators Certificate.
5. WHS General Construction Induction (White) card.
6. Meet requirements of the unit of competency 'Undertake dam safety surveillance'.
7. Confined spaces certification.
8. Current Class C Drivers Licence.

Desirable Criteria

1. Current HR licence.
2. Certificate of competency and demonstrated experience operating a front end loader/backhoe.
3. Traffic Controller certification.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date

SALARY PROGRESSION CRITERIA



Treatment Plant Operator

The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1	
Before being assessed for Step 1 Skills, the jobholder must have demonstrated achievement of all Essential Criteria described in the job description. When the jobholder demonstrates the achievement of all skills in Step 1, they are eligible for an increase in their rate of pay.	
1	Knowledge of WH&S and WorkCover regulations in relation to Water & Wastewater treatment plant operations and public safety.
2	Detailed knowledge of Water & Wastewater treatment plant operations and associated infrastructure and quality criteria apply to effluent produced.
3	Knowledge of Councils' standard traffic control procedures
4	Apply knowledge of ordering practices to obtain materials, chemicals and items from Council store
5	Have clerical and computer skills sufficient to maintain works records, provide reports and annual returns.
6	Ability to understand and read mechanical and civil engineering drawings relating to waste water treatment plant operations.
7	Ability to install and repair pipes and fittings associated with water and waste treatment plant operations.
8	Ability to construct and maintain water and wastewater reticulation mains, including water services, water meters, sewer manholes and house connections.
9	Actively participates in on call on a roster basis.

STEP 2

Before being assessed for Step 2 Skills, the jobholder must have demonstrated achievement of all Essential Criteria and Step 1 Skills.

When the jobholder demonstrates the achievement of all Skills in Step 2, they are eligible for an increase in their rate of pay.

1	Wastewater Treatment Operators Training – Level 1A AND Water Chemical Dosing and Water Treatment Operations (DLWC or equivalent)
2	Wastewater Treatment Operators Training – Level 1B (DLWC or equivalent)
3	Water Chemical Dosing - (DLWC or equivalent)
4	Water Treatment Operations - (DLWC or equivalent)
5	Estimating of works and ordering of materials.
6	Have had experience in constructing and maintaining sludge/polishing ponds.
7	Have confined space operations certificate
8	LB – Backhoe / Front end loader
9	Have accredited hazardous substance training
10	Have accredited manual handling training
11	Have accredited trench shoring training

STEP 3

Before being assessed for Step 3 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1 and Step 2 Skills.

When the jobholder demonstrates the achievement of all skills in Step 3, they are eligible for an increase in their rate of pay.

1	Develop plant and operations policies and procedures.
2	Determination of work priorities in accordance with budget allocations.
3	Understand asset management concept and commence applying to workplace situation.
4	Ability to use telemetry equipment, extract data and prepare reports using same.
5	Provide input into budget submissions and reports.
6	Industrial equipment certification for Forklift or Front end Loader with Forks
7	Cross Connection Training.
8	Backflow Prevention Training.

STEP 4

Before being assessed for Step 4 Skills, the jobholder must have demonstrated achievement of all Essential Criteria, Step 1, Step 2 and Step 3 Skills.

When the jobholder demonstrates the achievement of all skills in Step 4, they are eligible for an increase in their rate of pay.

1	Determine an annual program of works for the wastewater treatment plant and associate infrastructure operations, including preventative maintenance schedules, upgrades and replacement programs.
2	Development of Works Program and list of jobs for attention.
3	Co-ordination of Works team for a substantial works project.
4	Asbestos training and implement system.

STEP MAXIMUM COMPETENCIES REQUIREMENT

To achieve Step Maximum Competencies the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum Competencies will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Competencies will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Competencies.

Note: Competencies will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps