



PO Box 1158
Offices
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Warrnambool 3280
Phone: 1300 926 666
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Regional
66 Gray St, Hamilton
15 Townsend St, Portland

POSITION DESCRIPTION

POSITION TITLE:	Treatment Operations Officer
SECTION:	Treatment Operations Western
EMPLOYMENT TYPE:	Full Time Permanent
CLASSIFICATION:	Band 4
LOCATION:	Western Treatment District
Date Approved:	November 2015
Approving Officer:	Branch Manager Operations

POSITION OBJECTIVES

To efficiently and effectively operate and maintain the water and wastewater treatment systems of Wannon Water.

To undertake activities to assist in the management of water quality throughout all the Corporation's water systems.

To provide high quality water and wastewater services to the Corporation's customers.

KEY RESPONSIBILITIES & DUTIES

To participate in the maintenance, operation and monitoring of water supply and wastewater systems, including treatment facilities.

To provide routine water and wastewater services and related information to customers in accordance with policies, procedures and guidelines.

To operate within performance targets and quality methods aimed at improving the quality and security of services to Wannon Water's customers.

To prepare standard reports and maintain record systems, completion of logbooks and time sheets.

Will be compliant with all Wannon Water Occupational Health & Safety policies & procedures at all times

To contribute to the team by the exchange of information.

May be required to undertake after hours standby on a rotational basis. Officers must be residing within reasonable travel time to their normal starting point and respond to the call within 15 minutes when required to be rostered on stand by.

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TREATMENT OPERATIONS OFFICER WESTERN



ORGANISATIONAL RELATIONSHIPS	
RESPONSIBLE TO:	Coordinator Western Treatment Operations
INTERNAL LIAISONS	All Wannon Water employees
EXTERNAL LIAISONS	Customers, contractors, utilities, municipalities, businesses and members of the general public.
ACCOUNTABILITY AND EXTENT OF AUTHORITY	
<p>Accountable to the Coordinator Western Treatment Operations for the effective, safe and efficient performance of all duties and responsibilities.</p> <p>Works under limited supervision with specific guidelines from a range of techniques, methods or processes.</p> <p>With direction from more senior employees, has the Corporation to plan own work within established guidelines, standards and procedures.</p>	
JUDGEMENT AND DECISION MAKING	
<p>The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.</p> <p>Often requires the quantification of the amount of resources needed to meet those objectives.</p> <p>Guidance & advice are always available within the time available to make a choice.</p>	
SPECIALIST SKILLS & KNOWLEDGE	
<p>Knowledge and experience in relevant water and wastewater treatment technology, processes, procedures and practices.</p> <p>Knowledge and understanding of water (including wastewater) quality issues within reticulation systems, including problem rectification techniques.</p> <p>Ability to operate relevant automated equipment and computer systems.</p> <p>Ability to interpret and record relevant water quality, plant and system performance data.</p> <p>Ability to identify and interpret malfunctions in facilities, systems and mechanical and electrical plants.</p> <p>Proficiency in the application of relevant standard procedures, practices and/or in the operation of equipment or knowledge of the use of plant which requires a moderate degree of skill or adaptation.</p>	
MANAGEMENT SKILLS	
<p>A basic skill in managing, planning and prioritising time and work for own benefit and for contribution to the team goals.</p>	

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INTERPERSONAL SKILLS
<p>The ability to gain co-operation and assistance from customers, members of the public and other employees in the performance of well defined activities.</p> <p>Demonstrated ability to write reports.</p>
QUALIFICATIONS & EXPERIENCE
<p><u>Essential</u> Current driver's license.</p> <p><u>Desirable</u> Minimum of four (4) years' experience in a relevant area of work.</p> <p>Completion of, or substantial progress towards Certificate 3 in Water Operations or the equivalent, including completion of the following subjects: Water Treatment 2 OR Wastewater Treatment 2 Mathematics 2 Chlorination 2 OR Chloramination 2 Blue Green Algae</p> <p>Knowledge and skills gained through on the job training commensurate with the requirement of the relevant work.</p>
INTEGRATED MANAGEMENT SYSTEMS
<p>Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:</p> <ul style="list-style-type: none">• AS/NZS ISO 9001:2008, Quality management systems - Requirements• AS/NZS ISO 14001: 2004, Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: 2004, Environmental management systems - General guidelines on principles, systems and supporting techniques• AS/NZS 4801: 2001, Occupational health and safety management systems - Specification with guidance for use; and• HACCP based Drinking Water Quality Management System <p>Every employee has the right and obligation to continually improve the Integrated Management System by:</p> <ul style="list-style-type: none">• initiating action that prevents deficiencies and• initiating, recommending and providing solutions to Management.
OTHER INFORMATION
<p>All successful applicants appointed to Wannon Water are subject to the following:</p> <ul style="list-style-type: none">• Referee Check• National Police Records Check

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- Pre employment medical assessment

Operational employees may also require vaccinations for Hepatitis A & B, a hearing test and a lung function test

Probationary Period

All successful applicants will be subject to a three month probationary period. This may be extended to six months if required.

Code of Conduct for Victorian Public Sector Employees

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

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

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".

Wannon Water employees will demonstrate the values of Wannon Water being:

- **Think It!**
 - Be creative & innovative
 - Embrace change & new ideas
 - Show initiative
 - Rise to the challenge
- **Work It!**
 - Act today for tomorrow
 - Deliver & add value
 - Get on board & have fun
 - Listen, learn, share & grow
- **Own It!**
 - Follow through
 - Take responsibility
 - Walk the talk
 - Celebrate our successes

Intellectual Property and Records

All employees will be accountable and responsible in managing and protecting Wannon Water's intellectual property. Employees will be required to accurately capture and record accurate data in daily business activities and support any decisions made in the Records Management System.

Integrated Management System

Every employee has the right and obligation to continually improve the Integrated Management

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System and ensure its successful operation.

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 4801). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

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