

Position Description

Date Reviewed:	March 2024
Position:	Treatment Plant Operator – Wastewater
Business Unit:	Water Operations
Directorate:	Utilities
Location:	Wastewater Treatment Plant
Reports to:	Supervisor Wastewater Treatment
Remuneration:	6
Award Classification:	Band 2 Level 1
Hours of Work:	38 Hours Per Week 6am – 3pm 6am – 2:30pm every second Friday 30 minute lunch break 9 day fortnight
Other Requirements:	On call duties and weekend rostered work are a requirement of this position

Council Vision & Mission

PRIDE

PASSION | RESPECT | INNOVATION | DEDICATION | EXCELLENCE

OUR VISION: A resilient, vibrant and connected community.

OUR MISSION: Provide infrastructure and services that meet the changing needs of our community.

Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Council Overview

Goulburn Mulwaree Council is a local government area located in the Southern Tablelands of New South Wales, encompassing Goulburn, Marulan, Tarago, Towrang and other villages.

The council was formed in 2004 as the Greater Argyle Council as an amalgamation of Goulburn City and parts of the former Mulwaree Shire. It was renamed in 2005 to Goulburn Mulwaree Council. Goulburn Mulwaree Council encompasses a land area of 3223 square kilometres and has a current population of 30,852 people.

The region produced over \$1.45 billion in Gross Regional Product in 2018 with our largest employing industries being Health Care & Social Assistance, Retail Trade, Public Administration & Safety and Construction.

Council is responsible for the provision of water, sewer, and waste services along with maintenance of the region's road networks and construction of an exciting capital works program which is delivering projects such as a redeveloped Aquatic Centre, new Performing Arts Centre and the popular Adventure Playground. Council also manages the Goulburn Library, Community Centre, Water Works, Museums, Visitor Information Centre and other cultural facilities.

Position Statement

This position is responsible for operating and maintaining the Goulburn and Marulan Wastewater treatment plants and sewerage pump stations.

Position Duties

- Operate and maintain the Goulburn and Marulan Wastewater Treatment Plants and Sewer Pump Stations ensuring that the overall performance meets the requirements of Council, Environmental Protection Authority licences, and all other relevant legislation.
- Understand all process, maintenance and operational issues occurring within the plant on a day-to-day basis.
- Monitor treatment plant operations and assist in plant optimisation.
- Diagnose plant problems and either correct or organise maintenance assistance to expeditiously correct the situation.
- Ensure that routine maintenance, cleaning, servicing, and calibration is completed to established operating standards on equipment within the systems.
- Undertake sample collection and laboratory analysis.
- Keep daily performance and monitoring records as required by Legislation and Council requirements.
- Carry out minor mechanical repairs and supervise any contractors completing such repairs.
- Operate the Telemetry system.
- Provide operational support to water treatment operations where required.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Goulburn Mulwaree Council.
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Council's Records Management Policy and the Code of Conduct.

Essential Selection Criteria

- Currently hold, or demonstrated ability and willingness to obtain, Department of Industry Wastewater Treatment Operations certificates (part one and two) OR Certificate III in Water Industry Operations
- Interest in water and sewer operations
- Demonstrated ability to work in a team environment
- Trades experience and/or demonstrated knowledge of plant operations
- Demonstrated proficiency in the use of Microsoft Office programs and demonstrated capacity to acquire skills in other software
- Class C Drivers Licence
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission.

Desirable Selection Criteria

- Certificate IV in Water Industry Treatment (Wastewater)
- Certificate IV in Water Industry Treatment (Water)
- Trade qualifications in an appropriate discipline e.g. Fitting, Machining etc.
- Confined Spaces Certificate
- Telemetry experience

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	<ul style="list-style-type: none"> • Demonstrated ability to undertake Risk Assessments & Safe Work Method Statements • Demonstrated ability to operate the telemetry System • Demonstrated ability to access and interpret Safety Data Sheets (SDS) • Demonstrated ability to complete standard Wastewater Treatment Plant and Sewerage Pumping Station maintenance and operation tasks
Level 2:	<ul style="list-style-type: none"> • Demonstrated ability to clean and calibrate online wastewater monitoring equipment. • Demonstrated ability to recognise hazardous chemical/s and ensure they are stored in accordance with legislation • Monitor Treatment Plant performance by collecting process samples and conducting standard tests • Demonstrated ability to perform manufacturer's recommended basic servicing operations on pumps, machines and generators • Demonstrated ability to complete complex Wastewater Treatment Plant and Sewerage Pumping Station maintenance and operation tasks
Level 3:	<ul style="list-style-type: none"> • Demonstrate Intermediate data entry skills (word processing, spreadsheets, email) and record keeping. • Demonstrated ability to initiate detailed system adjustments to enhance system performance • Demonstrated ability to follow confined space entry requirements including risk assessment, entry permit and PPE • Demonstrated ability to assess and solve problems at WWTP and Sewerage Pumping Stations • Demonstrated detailed understanding of treatment process and capacity to undertake complex system adjustments when required
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	√				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	√				
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.			√		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.		√			
Standing	Tasks involve standing in an upright position without moving about	√				
Driving	Tasks involve operating any motor powered vehicle Types of vehicles:		√			
Driving	Tasks involve driving vehicle on unsealed roads.	√				
Sitting	Tasks involve remaining in a seated position during task performance			√		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.					√
Walking/Running	Tasks involve walking or running on even surfaces		√			
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects	√				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees		√			
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground.	√				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms		√			
	1. Light lifting/carrying (0-9 Kg)		√			
	2. Moderate lifting/carrying (10-15 Kg)	√				
	3. Heavy lifting/carrying (16 Kg and above)	√				
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking.	√				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		√			
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing.	√				
Sensory Demands						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer	√				

Demands	Description	Frequency				
		O	F	C	R	N/A
	operation, working in dark environment, working at night.					
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment	√				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals		√			
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)	√				
	Tasks involve interacting with distressed or angry people					√
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases		√			
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc	√				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis	√				
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting.	√				
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare	√				
Sunlight	Exposure to sunlight			√		
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room		√			
Confined Spaces	Tasks involve working in confined spaces		√			
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	√				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height.	√				
Manual Handling	Tasks involve manual handling.	√				
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.			√		

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	