

TREATMENT OPERATOR RECYCLED WATER – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

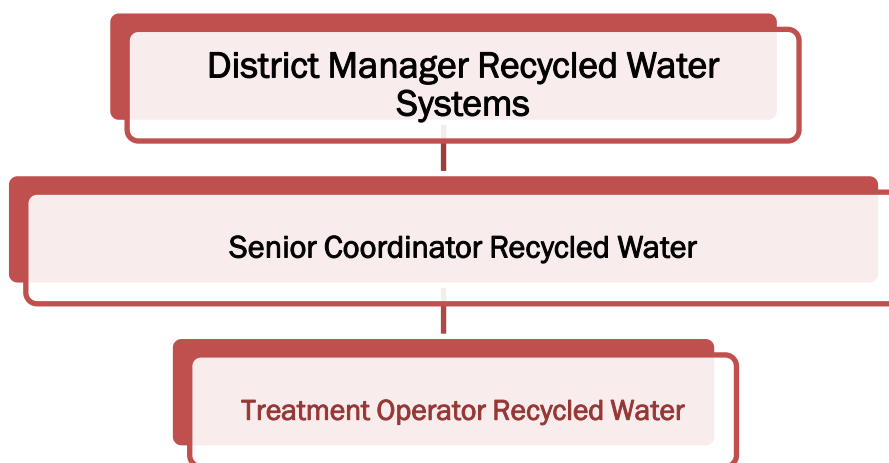
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

POSITION DETAILS

Position Title:	Treatment Operator Recycled Water	Effective Date:	September 2023
Department:	Service Delivery	Job Location:	Bairnsdale Recycled Water Treatment Plant; Mitchell Depot; various treatment plants and locations across the region
Reports To:	Senior Coordinator Recycled Water	Supervises:	Nil
External Contacts:	Contractors, material and equipment suppliers, other water corporations and general public.		
FTE Classification:	1.0	Position Number:	
Prepared By:	People & Culture; Manager Treatment Operations; Senior Coordinator Recycled Water	Approved By:	Executive Manager Service Delivery

ORGANISATIONAL CHART



ABOUT THE ROLE

The Treatment Operator (Recycled Water) is responsible for undertaking day to day operations and maintenance activities at a number of recycled water treatment sites servicing East Gippsland Water (EGW), as well as specific reuse infrastructure.

The employee will be required to act in a manner which supports the team to undertake maintenance, treatment process monitoring and control as well as various inspections to a high standard to ensure regulatory and business requirements are met.

The employee is responsible for adhering to and embedding the following into day to day activities:

- EGW's Waste Water Quality Management System;
- Environmental Management System (EMS)
- Relevant Environmental Protection Authority (EPA) licence conditions

WHAT YOU WILL BE DOING

Treatment Operations and Maintenance	<ul style="list-style-type: none"> • Maintain and operate the wastewater & recycled water treatment plants. This includes infrastructure associated with recycled water reuse schemes where operated by EGW • Utilise monitoring software to ensure plant performances being met • Monitor plant performance via SCADA (computer) trends • Undertake routine process optimisation activities including laboratory activities • Undertake routine visual inspections of water storages • Plan and schedule work under the guidance of senior team members, including forecasting the provision of labour, plant and materials to efficiently carry out all works in a cost-effective manner • Assist in the ongoing development and implementation of a preventative maintenance program covering all treatment facilities maintained by EGW including equipment, pumps, buildings and physical security. • Participate in standby activities (once competent). • Carry out other projects/duties as required if sufficiently skilled.
Project Management and Procurement	<ul style="list-style-type: none"> • Assist with delivery of minor renewals, plant upgrades and process improvement projects. • Supervision of contractors undertaking minor works. • Procurement of goods and services in accordance with EGW policies and procedures.
Teamwork	<ul style="list-style-type: none"> • Share relevant information with team members to assist them to understand and manage uncertainty and change. • Communicate with management, between the Mitchell depot and other sections of EGW. • Resolve minor problems that relate to immediate work tasks. • Assist with water treatment plant operations where required.

TREATMENT OPERATOR (RECYCLED WATER)

Culture, Values & Behaviours	<ul style="list-style-type: none"> • Display an open and approachable work style, contribute to a positive, optimistic and enthusiastic work culture. • Acknowledge and respect a workplace culture that enables diversity, fair and inclusive practices. • Represent EGW Values & Behaviours including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> • Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks
Resource Management	<ul style="list-style-type: none"> • Assist with operations and maintenance activities within the region to meet budget requirements
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Knowledge of process monitoring, control and automation. • Operate plant, equipment and specialised tools. • Intermediate computer skills. • Good level of electrical safety awareness. 	<ul style="list-style-type: none"> • Ability to perform maintenance on mechanical equipment including pumps and other equipment and plant. • A good working knowledge (practical and theoretical) of Recycled Water Treatment, Water Treatment and Disinfection Plants.

LEADERSHIP SKILLS

Required:
<ul style="list-style-type: none"> • The capacity to efficiently and effectively manage time and priorities within a weekly work program. • The ability to assess and solve problems within a defined scope using common practice and procedures. • The ability to work with minimum supervision on defined tasks or projects.

INTERPERSONAL SKILLS

Required:

TREATMENT OPERATOR (RECYCLED WATER)

- Proactively identify opportunities for continuous improvement.
- Display EGWs Values & Behaviours.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • Certificate III in Water Industry Operations or willing to complete it within 2 years of commencement • Prior to operating plant and equipment employees will be required to obtain, or produce existing, licenses or endorsements. • Current driver's licence (manual preferred) • Compulsory trainings throughout course of employment. 	<ul style="list-style-type: none"> • An appropriate technical trade certificate and/or completion of industry-based training courses relevant to Water Industry

EXPERIENCE

Required:
<ul style="list-style-type: none"> • Experience in the operation of recycled water systems, irrigation systems, and dosing plants.

KEY SELECTION CRITERIA

1. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.
2. Ability to work cooperatively in a team environment or unsupervised with a safety focus.
3. Ability to communicate effectively using written and verbal techniques combined with good technological skills Relevant technical trade certificate and/or completion of industry-based training courses in water or recycled water treatment with on the job training is highly desirable.
4. Knowledge, skill and understanding of process monitoring, control and automation of industrial processing equipment combined with the ability to operate plant and specialised tools.
5. Effective time management skills combined with the ability to problem solve and prioritise to ensure high quality outcomes during times of peak activity.
6. Ability to participate in standby activities and after-hours callouts as required.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers).

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.