

COORDINATOR RECYCLED WATER TREATMENT – 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 future leaders.

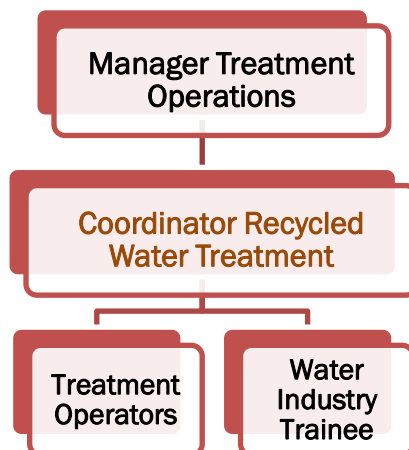
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Coordinator Recycled Water Treatment	Effective Date:	June 2025
Department:	Service Delivery	Job Location:	Bairnsdale Wastewater Treatment Plant; Travel to various treatment plants across the region
Reports To:	Manager Treatment Operations	Supervises:	Treatment Operators; Water Industry Trainee
External Contacts:	Consulting Engineers, contractors, customers, general public, material and equipment suppliers, East Gippsland Shire, East Gippsland CMA, DEECA, EPA, other Water Corporations, and other statutory bodies.		
FTE Classification:	1.0	Position Number:	SC-3-0001
Prepared By:	People & Culture; Manager Treatment Operations	Approved By:	General Manager Service Delivery

ORGANISATIONAL CHART



ABOUT THE ROLE

The Coordinator Recycled Water Treatment will lead, support and develop a skilled team to safely operate water recycling plants to deliver high-quality recycled water. The team will undertake general maintenance activities on the recycled water plant and will be supported in more specialised mechanical, electrical and instrumentation maintenance.

The role has operational responsibility for water recycling plants within the Mitchell District. The role provides effective support, consistent application of systems and technical advice for regional teams operating recycled water plants.

The Coordinator is responsible for providing expert operational insight into the relevant components of EGW's Environmental Management System (EMS) and associated documents such as the risk management and monitoring plans. The role ensures the requirements are then imbedded into day-to-day operational activities. They will support the ongoing monitoring and continuous improvement of the systems.

The role is accountable for ensuring the ongoing development, monitoring and implementation of all performance and optimisation programs for water recycling plants.

WHAT YOU WILL BE DOING

Recycled Water Treatment Operations	<ul style="list-style-type: none"> • Ensure the effective, safe and efficient operation of Mitchell District Recycled Water Treatment Plants through: <ul style="list-style-type: none"> ◦ operational monitoring plans and initiatives that optimise treatment processes and ensure compliance with EPA licence and recycled water quality requirements • Incident and emergency management of recycled water quality and treatment alarm responses • Monitor and analyse recycled water plant performance and recycled water quality, investigate and resolve issues
Maintenance	<ul style="list-style-type: none"> • Assist with the coordination of maintenance activities at Water Recycling Facilities • Undertake general maintenance activities within the team and be supported by the wider Service Delivery team and/or external contractors.
Compliance and risk management	<ul style="list-style-type: none"> • Support the Compliance and Technical Services team with the preparation of the EPA Annual Performance Statement by ensuring all relevant information is collected and validated. • Prepare and contribute reports for the Board, EPA, and others as required. • Coordinate the reporting requirements associated with recycled water treatment issues and incidents as governed by regulatory needs. • Ensure the relevant components and regulations of EGW's Risk Management Systems and Environmental Management System (EMS) are embedded into day to day operational activities.
Asset Management	<ul style="list-style-type: none"> • Undertake assessments of asset condition and performance to inform the capital renewals and upgrades program for waste water infrastructure. • Assist with the delivery of minor capital renewals and upgrade projects for recycled water treatment facilities. • Contribute to the development, implementation, and on-going operation, maintenance and improvement of EGW's Asset Management Systems

	<ul style="list-style-type: none"> Ensure EGW's Asset Management System is maintained up-to-date, by ensuring relevant staff record the information associated with projects, asset condition, asset creation forms and asset performance.
General management	<ul style="list-style-type: none"> Provide advice and prepare reports as required. Assist in managing relevant financial outcomes, including forward planning, budgeting, forecasting and meeting budgetary outcomes as required. Effectively manage allocated resources to achieve EGW and position objectives. Appropriately document business activities through the Corporations Record Management system. Conduct all customer and employee queries in a sensitive and confidential manner that ensure protection of privacy
Leadership	<ul style="list-style-type: none"> Provide relevant mentoring and training to team members and other employees as required. Develop succession plans for direct reports & take responsibility for their development and growth. Communicate effectively between the Recycled Water Treatment Team and all other sections of EGW. Engage with people a professional manner, conduct productive meetings, manage conflict constructively, and foster effective team building.
Culture, Values & Behaviours	<ul style="list-style-type: none"> Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. Build a supportive and cooperative environment, one that recognises the value of collaboration. Support a workplace culture that enables diversity, fair and inclusive practices. Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> Promote, educate & role model the EGW Safety Strategic Plan 2023-28 including safe systems of work. Create and support a safe working culture through leading by example and act 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.

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Knowledge of recycled water treatment operational systems. • Demonstrated analytical and reporting skills • Knowledge of the occupational health and safety standards associated within the water and wastewater industry and risk management systems (for example HACCP, EMS). • Recognised knowledge of the various policies and procedures associated with the water and recycled water industry • Understanding of the regulatory requirements under the relevant EPA guidelines. • Good computer skills with the ability to use relevant computer applications including SCADA and HMI control systems as appropriate. • Analyse performance, data and performance indicators and prepare reports. 	<ul style="list-style-type: none"> • Experience supervising contractors • Electrical safety awareness.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Manage time and prioritise to meet the needs of internal and external customers. • Supervise staff, physical resources, budgets and systems to achieve reliable and efficient systems and develop and maintain a client services mindset. • Demonstrated capacity to build a positive team culture, develop and grow team members • Contribute to the preparation of and management of operational budgets. • Recognise and balance a range of issues and requirements against the context of internal and external pressures and resource constraints. 	

INTERPERSONAL SKILLS

Required:

- A high level of verbal, written communication and comprehension skills.
- The ability to work independently and as part of a team.
- An ability to liaise with and gain the cooperation and assistance of clients, members of the public and suppliers to achieve cost effective outcomes and resolution of specialist problems appropriate to organisational requirements.
- Motivate, develop and appropriately train staff and provide leadership in water supply issues.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • License to drive a motorcar in the State of Victoria. • Certificate III in Water Industry Operations 	<ul style="list-style-type: none"> • Certificate IV in Water Industry Operations or willing to complete within 2 years of commencement or equivalent vocational qualification. • Degree in Engineering or Science with specialisation in wastewater and environmental engineering and/or process engineering.

EXPERIENCE

Required:

- Considerable knowledge and skills gained through three (3) to five (5) years' experience relevant to the water industry.
- Experience in the supervision of staff.
- Understanding and experience in emergency process, safety systems and procedures.

KEY SELECTION CRITERIA

1. Demonstrated sound technical knowledge and experience in the operations and maintenance of recycled water treatment systems.
2. Well-developed interpersonal skills combined with good verbal, written and technological skills, ensuring the ability to work effectively with people at all organisational levels.
3. Effective project management skills, including management of contractors and the ability to meet work targets and deadlines within budget.
4. A proven track record in effectively managing the performance of a team to ensure quality outcomes.
5. A pro-active approach to asset management.
6. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

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.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

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