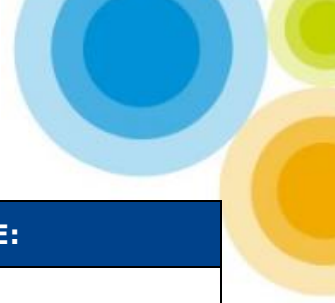


MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Lead Operator – Peninsula Team	This role has 0 direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
The function of the Water Supply Operator is to manage day-to-day and emergency operations of Melbourne Water’s water supply assets. These assets include; storage and service reservoirs, treatment plants, pumping stations, transfer mains, pressure reducing valves and hydro generation facilities.	
KEY ACCOUNTABILITIES:	
Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.	
WATER TRANSFER	
<ul style="list-style-type: none">• Inspect, monitor and operate hydraulic assets within the team’s area.• Respond to alarms or emergencies and initiate incident management procedures.• Inspect, monitor, and operate hydro generation facilities.• Ensure environmental flow requirements are achieved.	
WATER TREATMENT	
<ul style="list-style-type: none">• Inspect, monitor and operate water treatment facilities. Identify potential problems and take action to ensure optimum performance.• Inspect, monitor and operate filtration, disinfection, pH correction and fluoridation according to HACCP plans and legislative requirements. This includes use of online and mobile systems such as SCADA.• Conduct water quality sampling and testing, process analysis to determine optimum chemical dosing ranges and to challenge test online instrumentation.• Order and receive chemicals.• Ensure site compliance with Dangerous Goods Work Safe requirements, regulations and other legislative requirements.• Respond promptly to all alarms or emergencies and initiate incident management procedures when needed.	
ASSET SURVEILLANCE AND MAINTENANCE	
<ul style="list-style-type: none">• Complete scheduled surveillance of assets including tanks, reservoir dam walls, rain gauges, evaporation testing, and monitoring of leakage points.• Participate in the maintenance scheduling and review processes.• Issue permits to work and isolate/de-isolate plant equipment as required including initiating follow up corrective maintenance as required.• Participate in chemical, asset, environmental, hazard, OH&S and building assessment audits as required.	

Job level: EA5
Assessed by: P&C
Date Assessed: May 2020
Last reviewed date: May 2020

MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator

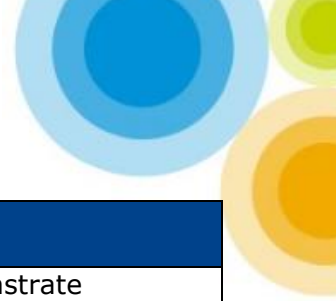
- Contribute in Asset Maintenance activities and working groups

KEY RESPONSIBILITIES	KPIs
<p>Safety & Security of MW Staff and contractors:</p> <ul style="list-style-type: none"> • Managing and carrying out the safe isolation and return to service of all plant in the transfer system for maintenance • Report and respond appropriately to all safety incidents • Implementing site emergency and security management activities • Monitoring changing conditions and circumstances and adjust controls to keep people safe and assets functional • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. • Being an operational member of an incident team 	<ul style="list-style-type: none"> • 100% completion of workplace assurance tasks on time • 100% of isolations and work permits undertaken as per procedure
<p>Operational Decisions:</p> <ul style="list-style-type: none"> • Monitor & Operate water treatment and transfer assets to provide safe drinking water to our retail customers. • Resolution of system malfunction and fault finding analysis of mechanical and electrical equipment. • Monitoring and responding to out of hours alarms on a rotating available team roster • Respond to and investigate customer complaints. • Continually improve treatment plant performance • Reporting and follow up of various operational requirements including process excursions, incidents, safety related reporting 	<ul style="list-style-type: none"> • Produced and supplied water as per HACCP plan • All reporting to be carried out in the appropriate timeframes.
<p>Efficient system operation:</p> <ul style="list-style-type: none"> • Reviewing system performance and procedures to ensure assets are operated and maintained efficiently and meet expected levels of service • Continued development of knowledge of system and procedures to identify opportunities to improve operation or maintenance regime associated with expected levels of service • Interface with internal stakeholders in relation to asset management or capital delivery projects 	<ul style="list-style-type: none"> • % of asset/ operational improvement tasks delivered efficiently and effectively • Feedback from wider business reflects satisfaction with respect to operational input

Job level: EA5
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MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator



SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

To be successful and hence considered for this role, candidates will need to demonstrate evidence of the following skills;

- Certificate III or higher in Water/Wastewater Industry Operations, a relevant trade background or other relevant industry experience such as mining, food/beverage manufacturing, chemical, processing etc
- Ability to take accurate numerical readings and measurements.
- Ability to write clear incident reports and complete log sheets.
- Competent in the use of computer applications, such as Word, Excel and Email.
- Experience using or ability to learn other internal computer applications such as SCADA/PCS.
- Demonstrated ability to work in a systematic, well-organised way to complete tasks according to established procedures.
- Demonstrated ability to interact in a positive and professional way with people from within Melbourne Water and outside it.
- Demonstrated ability to solve problems.
- Demonstrated ability to communicate effectively with people from different backgrounds
- A commitment to ongoing personal development, self-awareness and resilience

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

- Water Supply Operations
- Water Control Centre
- Asset Management
- M&E Maintenance
- Civil Maintenance
- People and Safety Teams

External

- Retail Water Companies
- WorkSafe
- Power Companies
- Parks Victoria
- Emergency Services (CFA, VicPol, Ambulance)

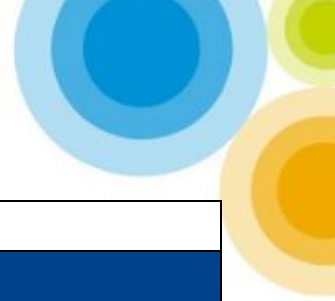
SALARY RANGE:

- Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

Job level: EA5
Assessed by: P&C
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MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator



OTHER COMMENTS:

This role requires the following:

- Pre-employment Health Assessment
- Criminal Records Check
- Victorian Driver's License
- No medical history of allergies to chemicals

Location: The role will be based in the Peninsula Water Supply team based between Tarago treatment plant (Drouin West) and Devil Bend.

This role will be required to participate in an after-hours on call roster.

Job level: EA5
Assessed by: P&C
Date Assessed: May 2020
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