MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator

| REPORTS TO: | DIRECT REPORTS AND TEAM SIZE: |
|---------------|-------------------------------|
| Lead Operator | None |

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. This involves practical hands-on operational duties, and the use of several IT systems including remote monitoring & system control.

KEY ACCOUNTABILITIES:

WATER TRANSFER

- 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

- Inspect, monitor and operate Water Treatment facilities. Identify potential problems and take action to ensure optimum performance.
- Inspect, monitor and operate 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 Major Hazard Facility/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

- Complete scheduled surveillance of assets including reservoir dam walls, rain gauges, evaporation testing, and monitoring of leakage points. Complete surveillance log sheets.
- Record and report reservoir levels and weather readings.
- Initiate and follow up Work Orders as required.
- Issue permits to work and isolate/de-isolate plant equipment as required.
- Induct contractors and other personnel to site
- Participate in chemical, asset, environmental, hazard, OH&S and building assessment audits as required.

Job level: EA Level 5

Assessed by: PD Review Committee Date Assessed: February 2017 Last reviewed date: June 2024 HR TEM Position Description Doc ID: 67591670 Approved March 2024 Version 1



MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator

Contribute in Asset Maintenance activities and working groups

| KEY RESPONSIBILITIES | KPIs |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Safety Assist with team to deliver Safety Management Plan actions, and display a personal commitment to safety. | Demonstrate your personal commitment to safety. Address team safety management plan actions, and adhering to all Safety procedures. Safe issue of Work Permits and relevant isolations/deisolations. Report and respond appropriately to all safety incidents |
| Operational Decisions Monitor & Operate the assets whilst complying with various procedures (HACCP, EMS, and others), in order to provide safe drinking water to our retail customers. | Maintain an understanding of the appropriate procedures, and operate the assets according to them. Continually improve plant performance |
| Reporting Reporting of various operational requirements (process excursions, incidents, safety related reporting). | All reporting to be carried out in the appropriate timeframes. |
| Engaging with customers and our internal service provider in a professional manner. | All interactions to be carried out in a positive and professional manner. |

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Certificate III or higher in Water/Wastewater Industry Operations is highly desirable
- Experience with water/wastewater treatment processes
- 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 in using other internal computer applications such as SCADA (either through Melbourne Water or a similar organisation).
- 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.
- Willingness to pursue further studies relevant to Water Industry Operations.

KEY RELATIONSHIPS:

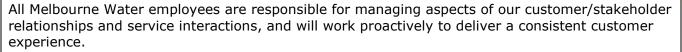
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MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator



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:

- EA salary level 5 dependant on experience
- 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.

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
- AusCheck Required

Location: Peninsula

Job level: EA Level 5

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