

MELBOURNE WATER POSITION DESCRIPTION

Water Supply Operator



REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Lead Operator	None.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>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.</p>	
KEY ACCOUNTABILITIES:	
<p>WATER TRANSFER</p> <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. <p>WATER TREATMENT</p> <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 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. <p>ASSET SURVEILLANCE AND MAINTENANCE</p> <ul style="list-style-type: none">• 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.• Contribute in Asset Maintenance activities and working groups	

Job Level: 5

Assessed by: PD Review Committee

Date: February 2017

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KEY RESPONSIBILITIES	KPIs
Safety: Assist with team to deliver Safety Management Plan actions, and display a personal commitment to safety.	<ul style="list-style-type: none">• 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/de-isolations.• 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.	<ul style="list-style-type: none">• 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).	<ul style="list-style-type: none">• All reporting to be carried out in the appropriate timeframes.
Customer Service: Engaging with customers and our internal service provider in a professional manner.	<ul style="list-style-type: none">• All interactions to be carried out in a positive and professional manner.

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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:

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:

- EA level 5 dependent on experience

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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: Winneke Treatment Plant, Simpson Road Christmas Hills

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