

# MELBOURNE WATER POSITION DESCRIPTION

## OPERATOR IN TRAINING/TRAINEE OPERATOR, WATER SUPPLY



### REPORTS TO:

Lead Operator, Water Supply

### DIRECT REPORTS:

Nil

### THIS ROLE EXISTS TO:

- The function of the Water Supply Trainee Operator is to become familiar with the day-to-day 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:

Throughout your training you will learn and ultimately be competent in;

- The daily operation of the water supply transfer & treatment system, in accordance with established procedures, practices and protocols.
- Assist with performing asset isolations and restorations to enable maintenance and capital improvements
- Assist with system isolation and shutdown, including return to service of all plants within the transfer system,
- Participate in determining the nature of faults and assist with initiating rectification works.
- Participate in identifying threats, hazards or risk exposure for Melbourne Water staff, contractors and public.
- Reviewing and identify emergency scenarios, assist and support incident management activities
- Demonstrating proactive personal commitment to Health and Safety.

### KEY RESPONSIBILITIES:

#### Service Delivery for our Customers

- Participate in resolution of system malfunctions, fault finding analysis of mechanical, electrical plant and equipment performing.
- Contribute to safe isolation of plant and performing operational assessments
- Being an operational member of an incident team
- Assist in responding to customer queries

#### Safety & Security of MW staff and Contractors

- Working towards managing and supporting safe isolation and return to service of all plant in the transfer system for maintenance
- Monitoring changing conditions and circumstances to provide the a safe environment for people, assets
- Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.
- Contribute towards site emergency and security management activities

#### Efficient System Operation

- Continued development of knowledge of system and procedures to identify opportunities to improve operation or maintenance regime associated with expected levels of service
- Reviewing system performance and procedures to ensure assets are operated and maintained efficiently and meet expected levels of service
- Interface with internal stakeholders in relation to asset management or capital delivery projects

Job level:

Assessed by:

Date:

# MELBOURNE WATER POSITION DESCRIPTION

## OPERATOR IN TRAINING/TRAINEE OPERATOR, WATER SUPPLY

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

The successful candidate will ultimately demonstrate a desire to develop knowledge (or previously attained competence) in the following technical areas:

- The operation of transfer/distribution networks and treatment assets or large-scale mechanical and electrical plant sufficient to identify and act on variations from normal operation.
- Ability to understand and implement procedures for maintaining a safe workplace.
- The use of IT and SCADA systems for monitoring, control, data analysis and reporting.
- Demonstrate knowledge to respond to operational changes and plant / equipment / assets alarms or failures

Candidates will also need to demonstrate the following:

#### Transferable Skills:

- Good problem solving and analytical skills
- Demonstrated ability to work within a team to complete tasks according to established procedures.
- Good written and verbal communication skills.
- Ability to work unsupervised and assess situations to identify problems, take necessary action or escalate (and seek support)

#### Behavioral:

- Demonstrated ability to communicate effectively with people from different backgrounds
- Demonstrated ability to work unsupervised.
- Builds rapport with service providers and contractors engaged by Melbourne Water.
- A commitment to ongoing personal development, self-awareness and resilience.

### KEY RELATIONSHIPS

#### Internal:

- Other Water supply transfer operators and also others within the Water Supply Team
- Water Supply Operational Sites,
- Asset Planning and Capital Delivery
- Business Services

#### External:

- General public
- Service delivery partners – ALS, Wood,
- Retail water companies (SEW, YVW, CWW)
- Power Authorities
- Environmental Protection Authority
- Emergency Authorities – Victoria Police, MFB and CFA

### SALARY RANGE:

Remuneration range: 1.1 to 3.2 based on qualifications (if previously acquired), skills, experience

### OTHER COMMENTS

This role requires the following :

- Pre-employment Health Assessment

Job level:

Assessed by:

Date:

# MELBOURNE WATER POSITION DESCRIPTION

OPERATOR IN TRAINING/TRAINEE OPERATOR, WATER SUPPLY

- Victorian Driver's License

Location:

- This is a field based role, which covers all areas across Melbourne
- The role is based out of Preston Reservoir Site, 883 High Street Reservoir 3073

Job level:

Assessed by:

Date: