|  |  |
| --- | --- |
| **REPORTS TO:** | **DIRECT REPORTS AND TEAM SIZE:** |
| Lead Operator – Silvan Team or Winneke Team | 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 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** * 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
 |
| **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/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. | * Maintain an understanding of the appropriate procedures, and operate the assets accordingly
* 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.
 |
| **Customer Service:** 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 or appropriate trade background with mechanical/electrical aptitude 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
 |
| **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: Stonyford Rd Silvan or Winneke Treatment Plant Sugarloaf Reservoir. This role will be required to participate in an after-hours on call roster.  |