

MELBOURNE WATER POSITION DESCRIPTION

Sewerage Transfer Operator

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Team Leader Operations, Sewerage Transfer	Nil
THIS ROLE EXISTS TO: (PURPOSE)	
Safely, reliably and efficiently operate Melbourne's Sewerage Transfer System, while also enabling maintenance and capital improvements	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none">• Monitor, control and optimize system flows to comply with regulatory, commercial and risk management drivers or other imposed limits (e.g. by treatment plant capacity, maintenance, balancing of flows in extreme wet weather).• Managing and carrying out the isolation and return to service of all plant in the transfer system for maintenance, requiring the safe operation of HV assets.• Compliance with OH&S regulations in all areas whilst operating plant and equipment, including Permit To Work System.• Acting as the initial incident manager when an incident is declared.• Fault finding analysis of mechanical and electrical plant and equipment• Reviewing system performance and procedures to ensure assets are maintained efficiently and meet expected levels of service• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.• Working collaboratively with maintenance partners to efficiently and safely deliver maintenance activities, including undertaken site surveillance activities.	
KEY RESPONSIBILITIES	KPIs
Service Delivery for our Customers <ul style="list-style-type: none">• Working collaboratively with maintenance partners to efficiently and safely deliver maintenance activities, including undertaken site surveillance activities.• Performing Operational Tests and Operator PMs.• Monitoring and responding to out of hours alarms on a rotating availability team seven days per week roster.• Being an operational member of an incident team when an incident is declared.• Resolution of system malfunction and fault finding analysis of mechanical and electrical plant and equipment.• Initiating corrective maintenance following schedule maintenance and inspections.	<ul style="list-style-type: none">• 90% assigned maintenance WOs/mth.• 90% Assigned operator PM tasks completed.• 80% of SCADA alarms appropriately actioned.• 90% of system operation audit OFIs demonstrated within 3 mths.
Safety & Security of MW Staff and Contractors <ul style="list-style-type: none">• Managing and carrying out the isolation and return to service of all plant in the transfer system for maintenance, requiring the safe operation of HV assets.	<ul style="list-style-type: none">• 70% of safety improvement tasks delivered efficiently and effectively.• 95% completion of assigned SMP tasks.

Job level: EA level 6

Assessed by: P&C

Date: May 2019

MELBOURNE WATER POSITION DESCRIPTION

Sewerage Transfer Operator



<ul style="list-style-type: none"> • Compliance with OH&S regulations in all areas whilst operating plant and equipment, including Permit To Work System. • Monitoring changing conditions and circumstances and adjust controls to keep people safe and assets functional. • Review operational procedures and guidelines and recommend changing. • Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives. • Implementing site emergency and security management activities. 	<ul style="list-style-type: none"> • 90% of personal safety audit OFIs demonstrated within 3 mths.
<p>Efficient Systems Operation</p> <ul style="list-style-type: none"> • Continued development of knowledge of system and procedures to identify opportunities to improve operation or maintenance regime associated with expected levels of service. • Scheduling Operator activities. • Interface with internal stakeholders in relation to asset management or capital delivery. 	<ul style="list-style-type: none"> • 70% of asset/operational improvement tasks delivered efficiently and effectively. • Feedback from wider business reflects 65% satisfaction with respect to operational input.
<p>SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:</p>	
<ul style="list-style-type: none"> • A mechanical or electrical trade qualification related to operational activities or extensive experience in operating such systems. • Demonstrated experience in the operation of transfer/distribution networks or large plant/equip. • Appropriate knowledge and experience with hydraulic relationships, pumping, odour treatment and mechanical processes. • Competence in the use of IT and SCADA systems for monitoring, control, data analysis and reporting. • Demonstrated ability to work unsupervised and assess situations to identify problems and take necessary action. • Demonstrated ability to communicate effectively with people from different backgrounds, resolve differences and achieve positive outcomes in a professional manner. • Detailed understanding of the requirements and policies/procedures for maintaining a safe workplace. • Demonstrated ability to work in a systematic, well-organised way to complete tasks according to established procedures. • Understanding of high voltage operations and equipment including an ability to be trained in High Voltage switching (it would be desirable to have High Voltage switching experience). • Level of understanding of large-scale mechanical and electrical plant sufficient to identify and act on variations from normal operation. • Demonstrated ability to manage conflicting priorities and work unsupervised. • Sound written and verbal communication skills. 	

Job level: EA level 6

Assessed by: P&C

Date: May 2019

MELBOURNE WATER POSITION DESCRIPTION

Sewerage Transfer Operator



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

- Other Sewerage operators and also others within Sewerage Transfer Team
- Sewerage Operational Site – Eastern Treatment Plant and Western Treatment Plant
- Asset Planning and Capital Delivery
- Business services

EXTERNAL

- General Public
- Service Delivery Partners – ALS, Wood Group PSN
- Retail Water Companies
- Power Authorities
- Environmental Protection Authority
- Emergency Authorities – Victoria Police, MFB and CFA

SALARY RANGE:

- EA salary level 6

OTHER COMMENTS:

This role requires the following:

- An appropriate trade background with mechanical/electrical aptitude and /or Water Industry Operators Certificate.
- Pre-employment Health assessment
- Victorian Drivers Licence
- Rostered after hours availability
- This position is eligible for an operational vehicle in line with MW Motor Vehicle policy and procedures

Location: Brooklyn Pumping Station, 89 Millers Road, Brooklyn