

POSITION DESCRIPTION **RECYCLE WATER TREATMENT TEAM MEMBER**



Team	Recycle Water Treatment Plants
Classification	Western Water Enterprise Agreement Band 4 Level A – Level D
Position Objective	<ul style="list-style-type: none"> • Provide experience as a team member in a Recycle Water Treatment Plant Team in alignment with Western Water’s Vision & Values. • Operate and maintain assets, plant, equipment & systems associated with drinking water production with an aim of providing quality, reliable, safe and efficient services to Western Water customers and meet all regulatory guidelines. • To provide a high standard of professionalism in dealing with customers in alignment with Western Waters’ Strategic Intent: Engaging with our community on the provision of water services to enable regional economic growth and resilience in a climate-changing environment.
Key Responsibilities	<ul style="list-style-type: none"> • Maintain the operation and maintenance of recycle water treatment, storage, and irrigation infrastructure across Western Water assets within limits of team budget, highlighting, escalating and contributing to solving issues and incidents as they are identified. • Working across a number of sites as required, including on-call duties in areas sufficiently trained. • Ensure that you and fellow workers (including non-Western Water workers) meet all HACCP, OHS, Environmental and Quality requirements for that work and situation at all times • Embrace management systems required for regulatory and certification requirements (e.g. HACCP, AQUANTIFY, EMS). • Contribute towards meeting Western Water’s business targets by achievement of various measures and initiatives annually and to report to various work locations in accordance with business needs • Work with engineers, consultants, contractors, other utilities and other parties both within and outside Western Water, in the delivery of asset management requirements. (e.g. induction, work briefing, asset maintenance or new asset works etc) • Carry out operations and maintenance tasks using specialist tools, plant and equipment supplied for the job • Record and document information both accurately and in a timely manner as required about the activities performed

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<p>Key Relationships</p>	<p>Reports to:</p> <ul style="list-style-type: none"> • Team Leader <p>Supervises:</p> <ul style="list-style-type: none"> • Contractors <p>Internal:</p> <ul style="list-style-type: none"> • Chief Operating Officer • Manager, Water Systems • Senior Treatment Coordinator • Senior Environmental Engineer • Water Quality Advisor • Team members • All Western Water staff <p>External:</p> <ul style="list-style-type: none"> • Customers and Community • Consultants/contractors
<p>Accountability and Extent of Authority</p>	<ul style="list-style-type: none"> • Work within a broad framework of technical and management activities taking on a multidisciplinary role within the team. • Perform the duties listed under Key Responsibilities as determined by Western Water policies, guidelines and regulations under the direction of the Team Leader and Manager Water Systems. • Carry out emergency and planned maintenance duties using plant and equipment supplied. • Escalate any identified operational or OHS non-conformance to the Team Leader.
<p>Judgement and Decision Making</p>	<ul style="list-style-type: none"> • Provide suggestions to the Team Leader on recycle water capital works projects. • Resolve problems in situations within delegations of authority and to seek alternative methods to provide solutions to a range of problems. • Make onsite decisions to complete allocated jobs at optimum quality, efficiency, safety and with consideration of environmental and health issues. • Respond to changing demands such as emergencies and ensure rescheduling of tasks.

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<p>Specialist Knowledge and Skills</p>	<ul style="list-style-type: none"> • Comprehensive knowledge and experience of recycle water assets and the operation of water treatment plants. • Knowledge and understanding of recycle water treatment processes and associated water testing techniques. • Demonstrated ability to work with tools, including specialist tools, plant and equipment that may be needed in the position. • Proficient computer skills using Microsoft Office, field instruments, alarms, Programmable Logic Controllers (PLCs), SCADA etc. • Basic knowledge of mechanical, electrical systems and plant computer monitoring systems. • Ability to accurately record data, downloading instruments and data loggers, etc.
<p>Management Skills</p>	<ul style="list-style-type: none"> • Prioritise, plan and organize own work and that of contractors. • Respond quickly and effectively to operational problems.
<p>Interpersonal Skills</p>	<ul style="list-style-type: none"> • Ability to communicate with customers, staff and contractors via written, oral and visual means along with keen awareness of the importance of documentation with respect to treatment processes • Ability to communicate effectively with customers and contractors to be able to understand and explain issues • Ability to prepare routine correspondence and operational reports as required • Demonstrated ability to gain cooperation and assistance from fellow employees who work indoors and outdoors. • Demonstrated ability to discuss and resolve problems with both internal and external employees. • Demonstrated appreciation of other employees workload and commitment to the vision and values of Western Water. • Positive participation where required in team meetings and other internal meetings within Western Water committees as requested by the manager water systems.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Current drivers licence • Water and/or recycled water treatment experience • A trade qualification is desirable • Completion of Certificate 2 and 3 in Water Operations

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	<ul style="list-style-type: none"> • Two years emergency call outs and stand-by experience
<p>Core Competencies</p>	<ul style="list-style-type: none"> • Processing – be able to gather and absorb appropriate information efficiently for interpretation and application to work tasks. • Systems – The ability to effectively use System such as Integrated Management Systems, Water Quality Systems, Asset Management Systems, and HACCP to support daily activities and demonstrate compliance. • Understanding Instructions – be able to clearly grasp procedures and understand the meaning behind verbal instructions, dealing with partially complete information, integrating information and applying it logically in duties performed. • Preparing Tasks – be able to determine when work will be completed based on priorities, and then systematically completing each task. • Performing Day-to-Day Tasks – to be independent, consistent and systematic execution of manual and / or repetitive tasks, whilst adhering to quality, safety and environmental requirements. • Service Orientation – be able to focus on, and understand client needs, delivering a timely and appropriate response, and providing feedback where needed. • Working in Harmony – be able to work together so that ideas and information are openly shared, co-operation is given to team members, and differences or conflict are quickly settled. • Persisting – be able to commit oneself to the role and to the tasks at hand in order to provide quality outcomes in a timely manner. • Accommodating – to be receptive to the ideas and opinions of others and adapting to alternative needs, processes and requirements, within the boundaries of existing procedures and organisation needs / priorities.
<p>Other</p>	<ul style="list-style-type: none"> • Ability to respond to afterhours “call-outs” within 30 minutes
<p>Performance Criteria</p>	<ul style="list-style-type: none"> • Performance on business KPIs are met • Environmental Protection Authority (EPA) and Department of Health (DoH) regulations, guidelines and licence conditions are met. • Delivery of strategic capital improvements provided where applicable.

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Additional

Although the employee has been appointed to perform the duties described in this document, other duties may be required to be undertaken that are within the range of skills, competence and training of the employee.

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Position Title	Water Treatment Team Member
Team	Recycled Water Treatment Plant
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Update and evaluation of Position Description

Signed..... / / 20
General Manager - Customer, Community Relations and Operations

Signed..... / / 20
Manager - Water Systems

Signed..... / / 20
Employee