

WRP Operator

Classification	Band 2
Team	Assets & Operations
Reporting to	Luke Treble WRP O&M Team Leader
Location	Bendigo with travel to sites in Coliban Water region
Effective Date	13 September 2024

Working at Coliban Water

Underpinning healthy people is healthy water!

Every day almost 180,000 customers in North Central Victoria trust us to deliver the water and sewage services that underpin the health and prosperity of their communities – now and tomorrow. We deliver these services to residents, farmers, businesses, and industry in 49 communities in an area spanning more than 16,500 square kilometres.

Led by our vision **healthy water, healthy people**, putting our customers and communities first is part of our DNA.

Day-to-day this means we maintain and upgrade the water and sewage pipes, pump stations and treatment plants we all rely on. And it's why we've set a bold strategy to build on that trust, enhance our natural environment, strengthen water security and resilience, and help shape the future of our region for the better.

While we're proud to lead the way, we know our success will come from deep understanding and collaboration. We engage regularly with and learn from our customers, communities, Traditional Owners, strategic partners, and others – because as locals, too, we know the best outcomes are realised when we all work together.

What we stand for

We're focussed on a culture of Earn the customer, Own the risk, and Act. This underpins our ability to deliver high quality services to our region.

Earn the customer	We exist to serve our customers. We 'wow' them with an outstanding experience.
Own the risk	We take responsibility and are accountable to our customers and communities.
Act	We are brave in our decision making and take action. We make good judgements based on evidence and we follow through.

Working with us, you'll be joining a vibrant, dynamic, and supportive team that:

- Respects, supports, and collaborates with the First Peoples of the land on which we live and work.
- Champions an inclusive culture that celebrates diversity.
- Is committed to flexible work and balance.
- Is a leader in the area of social justice, which sees us challenging the way we work to improve gender equality and support those impacted by family violence.

At Coliban Water we balance a small team rhythm with the reach and resources of one of the largest Victorian regional urban water corporations.

With big plans on the drawing board over the next five years, it's a great place to take the next step in your career.

What are you waiting for? We'd love you to join us.

Position overview

The Assets & Operations Group is focussed on ensuring the organisation remains adaptive and ahead of the climate and population changes by harnessing innovation, effective management of water resources together with the strategic planning and building of infrastructure. The Assets & Operations Group proactively generate business opportunities for the corporation by developing new insights through external collaborations and facilitate an innovative corporate culture to energise the corporation's innovation effort.

The WRP Operator plays a role in ensuring the efficient and safe operation of wastewater treatment and distribution systems. This position is involved in the daily operations, maintenance, and troubleshooting of water reclamation plants and the Bendigo Recycled Water Factory (RWF). The WRP Operator works closely with a team of operators and technicians to ensure the efficient operation of the water reclamation plants and RWF, to meet regulatory requirements, and deliver reliable reuse water supply to customers and communities.

This role contributes to the team by:

- Implementing innovative operational techniques to enhance efficiency and adaptability in wastewater treatment processes.
- Maintaining and improving Water Reclamation Treatment Plant performance
- Ensuring Coliban Water's Lagoon sites and the RWF are well managed and maintained
- Ensuring maintenance activities are undertaken in a safe, timely and effective manner
- Adhering to necessary regulations and ensuring compliant operations
- Proactively identifying operational opportunities and challenges
- Driving initiatives that align with the corporation's strategic goals

Position dimensions

Capital and expenditure budget	In accordance with the Organisational budget.
Authorities/delegations	Please refer to the Financial Delegations policy.
Number of reports	Nil
Internal working relationships	Managing Director, Executive Team, Strategic Partners, Water and Catchment Operations, Water Regulations, Infrastructure, Customer and Stakeholder Experience
External working relationships	DH, DEECA, Service Stream, Veolia
Other	Nil

Key result areas

Managing Water Reclamation Plant Performance

- Regularly inspect lagoon conditions, including water levels, colour, odour, and presence of algae or other biological activity.
- Monitor and control the flow of wastewater into and out of the lagoons.
- Monitor general plant performance both on site and using SCADA.
- Collect data on site (including gauge board data, observations, bore levels & flow meter reads) and upload this into the necessary systems
- Monitor sludge accumulation in the lagoons.
- Collect samples from various points in the lagoon system.

- Perform tests to measure parameters such as pH, dissolved oxygen, biochemical oxygen demand (BOD), and nutrient levels.
- Performing planned and reactive maintenance activities including capturing relevant information

Manage Recycled Water Factory Performance

- Follow the existing work instructions, procedures and plant documentation for the safe and effective operation of the plant.
- Checking chemical dose rates and maintaining chemical stocks.
- Performing planned and reactive maintenance activities including capturing relevant information.
- Monitoring plant performance alarms and instigating appropriate response procedures.
- Identification of treatment issues and implementing changes (process optimisation)
- Undertake cleaning duties to ensure efficient and effective operation of the plant
- Maintain the treatment plant sites in a neat and tidy condition.

Site Management Activities

- Assist in the management of biosolids facilities including odour monitoring, oversight of incoming and outgoing product, sampling and reporting.
- Ensuring site safety and security (i.e. wash down tank refill, site access, ensuring site is secured)
- Managing the water reuse functions of the lagoon plants (where applicable)
- Liaise with site licensees/farmers to understand and manage their irrigation requirements.
- Waste management activities.
- Complete activities relating to the management of the sites, including but not limited to: managing vegetation around the lagoons to prevent overgrowth and maintain proper function, weed spraying, fencing repairs, minor civil works and site tidiness.
- Engage and supervise contractors and suppliers within the delegated responsibility or as specified by the WRP O&M Team Leader

Maintenance and Repairs

- Deliver preventive maintenance programs for equipment, machinery, and infrastructure to minimize downtime and prolong asset lifespan in accordance with Coliban Water Asset Management Framework.
- Calibration of instruments and flowmeters.
- Coordinate with staff and contractors to schedule, implement and document repairs, upgrades, and replacement of critical components.
- Maintain and coordinate with suitably qualified trades where applicable to repair aerators, pumps, valves, and other equipment used in the treatment systems.
- Troubleshoot equipment malfunctions and system failures, implementing timely solutions to restore functionality and minimize service disruptions.

Regulatory Compliance

- Maintain up-to-date knowledge of relevant legislation, regulations, and industry standards governing wastewater treatment and reuse.
- Prepare reports, documentation, and records required for regulatory compliance, including operational logs, incident reports, and compliance certifications.
- Collaborate with regulatory agencies during inspections, audits, and compliance assessments.

Emergency Response

- Participate in emergency response procedures, including outage response, flood mitigation, and disaster recovery efforts.
- Respond to unusual conditions or emergencies, such as excessive algae growth, equipment failures, or unexpected discharges.
- Take corrective actions to mitigate any negative impact on water quality or the environment.

Safety and Compliance

- Follow safety protocols, standard operating procedures, and regulatory guidelines to ensure a safe work environment.
- Maintain accurate records of operational activities, maintenance tasks, and compliance documentation.

- Participate in training programs and drills to enhance safety awareness and emergency response preparedness.

Team Collaboration

- Collaborate with colleagues, supervisors, and other stakeholders to coordinate work activities and achieve operational objectives.
- Communicate effectively with team members, contractors, and external partners to facilitate workflow and problem-solving.
- Support colleagues during emergencies, outages, or peak demand periods as needed.

Performance level

Action and accountability	This role works within established procedures and instructions. There is independence in achieving prescribed goals. Day-to-day prioritisation, investigation modification of processes, problem diagnosis and rectification initiation are a feature of this role.
Judgement and problem solving	This role will make decisions through following established procedures and learned process. However, there is also the requirement to depart from adapted practices and apply inventiveness and/or assess a range of options for implementation. There is a focus on developing more effective and efficient work practices.
Specialist knowledge and skills	Ability to work unsupervised in remote locations and communicate effectively, whilst ensuring all OH&S and Environmental requirements are adhered to. Oversee and guide the fellow staff and contractors working alongside them undertaking repairs and maintenance.
Interpersonal skills	This role requires basic communication skills to communicate factual information, identify needs and convince others in the resolution of minor problems.
Leadership level	Lead self: Core skills demonstrating initiative, collaboration and communication.
Qualifications and experience	Demonstrated work experience in relevant trade and/or qualifications which may be acquired through: <ul style="list-style-type: none"> - Secondary Education - Vocational education to the standard of Certificate III/IV - Some experience in the operations and maintenance of water treatment plants or water reclamation plants is desirable

Shared goals

Health safety and wellbeing	Prioritise your own and others' health, safety and wellbeing by complying with the relevant Occupational Health & Safety legislation and Coliban Water's safety policies and procedures, including reporting hazards and incidents, and ensuring a discrimination-free work environment.
Environmental stewardship	Demonstrate a strong commitment to environmental stewardship by adhering to high standards, sustainability principles, and complying with relevant regulations.
Information security	Comply with all IT policies, complete security training and promptly report any suspected or identified issues.
Victorian public sector values	You'll uphold the values of responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights, to strengthen the organisation's effectiveness in the public sector.

Special assessment and requirements

- Valid and current Australian workers' rights.

- Maintain a Victorian drivers licence
- You will be required to complete all core-training requirements in the expected timeframes.
- The position requires participation in a standby roster and attendance to after hour's call outs as required.
- From time-to-time work outside of your regular business hours may be required, or you might be required to work at remote locations requiring overnight stay on occasion.
- The ability to work at heights as required
- This role works in the proximity of wastewater. To manage the risk of exposure to preventable disease, it is required that the incumbent of this position has the following vaccinations (which may vary in the future): Hepatitis A, Hepatitis B, Tetanus.
- You may also be requested to undertake pre or post-employment testing, such as psychometric testing, medical assessments, drug testing, police checks, security clearances, and other assessments.

Success profile

In addition to the qualifications and experience specified above, you will be required to meet the following criteria:

- Demonstrated experience in manual or technical positions, showcasing adeptness in practical tasks.
- Familiarity with industrial environments such as manufacturing, construction, or related sectors.
- Proficiency in handling mechanical and/or electrical equipment, supported by a solid understanding of their functioning.
- Preference will be given to candidates with prior involvement in water treatment operations, indicating familiarity with relevant processes.
- Commitment to maintaining high standards of health and safety practices in the workplace.

Position acceptance

I have read and understand the contents and obligations of this position description. I also understand I have obligations to comply with all Coliban Water policies and procedures.

Type or print name

Insert signature

Click or tap to enter a date.

Employee name

Employee signature

Date