

POSITION DESCRIPTION

Position Title:	Operator Sewer Process (PN 5329)		
Position Type:	Permanent Full-time		
Department:	Water and Sewer		
Date Approved:	May 2023		
Hours per week:	38	Award Classification:	Band 1, Level 4
FTE	1	Salary Classification	Grade 3

Position Purpose

Work as part of the Sewer Process Team in the overall treatment, operation and maintenance of Council's Sewer treatment systems to recognised EPA and Council standards, for the benefit of the Kempsey Shire Community.

The position is responsible for:

- Operating in an efficient and safe manner to ensure adequate operations of all treatment facilities relating to Council's sewer treatment systems;
- Assisting the Sewer Process Team Leader in maintaining electronic monitoring of operational data, regular assessment and analysis of data against statutory compliance requirements.

Key Accountabilities

- Provide control, operation, monitoring, testing and maintenance of all facets of the Council's sewerage process systems, recycled and reclaimed sewer process infrastructure;
- Actively work in a team environment to become a multi-skilled team member carrying out activities of the team and contribute to more efficient work practices and other workplace development issues;
- Participation in a rotational overtime roster for the operation of Sewage Treatment Plants and Pump Stations including after hours, weekends and public holidays;
- Participating in a rotating rostered call-out system (Maximum 1 week in every 6 weeks) and/or being available, following consultation and negotiation, to complete some key projects outside normal working hours for project works;
- Maintaining a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations;
- Applying learnt ability to establish chemical dose rates required for efficient treatment of Sewage
- Monitoring and maintaining sewer treatment chemical stock levels to ensure chemical deliveries meet operational requirements
- Providing prompt responses and corrective actions to customer enquiries
- Identifying equipment faults and process issues, and implement corrective actions to address problems which affect sewer treatment processes and impact effluent quality.
- Promptly reporting and recording quality non-compliances which may lead to effluent quality incidents. Completing written incident reports when requested.
- Undertaking regular inspections of sewer treatment infrastructure, including but not limited to Sewer Treatment Plants, Recycle Water Plants and Sewer Pumpstations.
- Assisting internal and external service providers in the delivery of preventative, planned and breakdown maintenance of sewer treatment infrastructure.

- The efficient, effective and safe use of motor vehicles and Council's plant
- Monitoring of treatment plant operation via site and SCADA based remote telemetry systems.
- Actively participating in team and toolbox meetings
- Maintaining relevant administrative records and statistics, including diaries and computer data bases;
- Ensure compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies and procedures
- Monitoring of Plant operation from remote sites;
- Assist in training, mentoring, supervision and development of other staff including trainees, apprentices and labour hire;
- Performing other reasonable duties as directed by the General Manager or their delegate; and
- Comply with relevant Council Policies.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Treatment Plant Operator Certificate/Certificate II in Water Industry Operations and in the process of obtaining Certificate III in Water Industry Operations. A Trade Certificate would be an advantage
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program
- Current NSW Work Health Safety (WHS) Construction Induction Certificate
- Confined Spaces Entry Certificate
- Chlorination Certification or willingness to obtain
- Chemical Dosing Certification or willingness to obtain
- Current Driver's License HR is highly desirable

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Recent demonstrated water industry experience in particular Sewer Treatment
- Proven ability to use a computer including mobile devices and software applications (Microsoft Word, Excel, and Outlook), with an ability to learn other key applications utilised within Council including database software and remote telemetry systems (ClearSCADA)

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Team Leader Sewer Treatment

Supervision Exercised

Nil

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	JP
Position Title:	People and Culture Advisor
Date:	July 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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