

POSITION DESCRIPTION

Position Title:	Operator Water Process PN 5300		
Position Type:	Permanent Full-time		
Department:	Water And Sewer		
Date Approved:	September 2023		
Hours per week:	38	Award Classification:	Band 2, Level 1
FTE	1	Salary Classification	Grade 3

Position Purpose

To work as part of the Water Process Team in the overall treatment, operation and maintenance of Council's water supply and recycled water treatment systems to understand and work to health, environmental, safety and Council standards, for the benefit of the Kempsey Shire Community.

Key Accountabilities

- Provide control, operation, monitoring, testing and maintenance of all facets of the Council's water process systems and recycled water 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 Water Treatment Plants, reservoirs and Pump Stations on 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.
- Applying learnt ability to establish chemical dose rates required for the safe treatment of drinking water.
- Monitoring and maintaining water treatment chemical stock levels to ensure chemical deliveries meet operational requirements.
- Identifying equipment faults and process issues, and implement corrective actions to address problems which affect water treatment processes and impact water quality.
- Providing prompt responses and corrective actions to customer enquiries.
- A basic understanding of the Australian Drinking Water Guidelines in relation to drinking water supply and the application of risk based controls to ensuring the quality and delivery of safe water supplies.
- Review and recording water treatment plant operational data. Maintain relevant administrative records and statistics, including diaries and computer data bases.
- Collecting and analysing water samples to adopted procedures.
- Monitoring of treatment plant operation via site and SCADA based remote telemetry systems.
- Promptly reporting and recording water quality non-compliances which may lead to water quality incidents. Completing written incident reports when requested.
- Undertaking regular inspections of water treatment infrastructure, including but not limited to Water Treatment Plants, Dams and Service Reservoirs.
- Assisting internal and external service providers in the delivery of preventative, planned and breakdown maintenance of water treatment infrastructure.
- The efficient, effective and safe use of motor vehicles and Council's plant.
- Actively participating in team and toolbox meetings.
- Assist in training, mentoring, supervision and development of other staff including trainees, apprentices and labour hire.

- 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.
- Performing other reasonable duties as directed by the General Manager or their delegate.
- Comply with relevant Council Policies.

Core Competencies (Knowledge Skills and Experience)

Essential

- Current Class C Drivers Licence
- General Construction Induction Card
- Certificate III in Water Industry Operations (or currently working towards completion). A relevant Trade Certificate will be considered an advantage
- Current Tetanus, Hepatitis A and Hepatitis B immunisations or willing to obtain

Desirable

- High Risk Work Licence - Forklift or willing to obtain
- HLT - Provide first aid
- RII - Work safely at heights
- RII - Enter and work in confined spaces
- RII - Operate elevating work platform
- RII - Isolate and access plant
- MSM - Issue work permits
- MSM - Operate breathing apparatus
- UET - Working safely near live electrical apparatus as a non-electrical worker
- NWP- Contribute to continuous improvement of quality systems
- NWP - National Water Training Package or willing to obtain
- NWP - Monitor and operate fluoride addition processes
- NWP - Monitor and operate liquefied chlorine gas disinfection processes
- NWP- Inspect and report on embankment dam safety
- NWP - Inspect and report on concrete dam safety
- Asbestos Awareness
- Aqua Card
- Brown Card
- AQF3
- Radiation Frequency Awareness

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 experience in water treatment plant operations and water quality.
- 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	• 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	• 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	• 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	• We ensure open communication for all • We openly and proactively listen and provide information
Respect	• We consider workmates, community, the workplace and environment • We treat people as we would like to be treated
Collaboration	• 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 Water Treatment.

Supervision Exercised

Nil

POSITION DESCRIPTION

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Learning and Development Officer
Date:	15 September 2025

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	September 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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