

ROLE DESCRIPTION
May 2022

Title & Reporting Relationships

Position Title: **Water Treatment Specialist, Te Mātanga Whakapai Wai, Water Treatment Plants, Water and Wastewater Services Team, Infrastructure Services Group**

Grade: SP 13—14*
** appointment will be made pending skills and experience*

Reports to: Water Treatment Plants Supervisor

Direct Reports: Nil

Purpose of the Position: **The Infrastructure Services Group** is made up of: Access and Transport, Water and Wastewater Assets, Project Management Office, Operations, Coastal Projects, Stormwater & Coastal Assets, and Sustainability and Resilience. The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.

Within this Group the Water Treatment Plants Team is responsible for operating and maintaining five water treatment plants, eight supplementary and two emergency bores. In addition, they are responsible for monitoring the water quality in the reticulation system.

Indirect Reports: Nil

Internal Customers: This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Water and Wastewater Services team members
Laboratory Manager

Staff from the Laboratory, and Operations teams
Staff from other teams across the Council

External Customers: Ratepayers
Citizens
Treatment Plant Neighbors
Health Compliance Authority

Contractors/Consultants
Suppliers
HAZNO Inspectors
Resource Consent Authority

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviors demonstrate our commitment to build and maintain an organization that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team.
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

Functional Key Results

Technical

Under the Resource Management Act, the Water Treatment Specialist role requires personal liability for public health in regard to water quality from the Councils Water Treatment Plants. The role is responsible for operation, maintenance, monitoring, reporting and recording of all aspects of the District's Treatment Plants, in accordance with procedures so that:

- all Resource Consents, Drinking Water Quality Assurance Rules from Taumata Arowai, and Drinking Water Standards are complied with;
- processes are kept stable at least cost;
- assets are maintained in optimum condition;
- health and safety of all persons are protected;
- treatment plants and their grounds are kept clean and tidy;
- work is collaborative with other treatment staff on a rotating roster system to ensure 24-hour cover at all times;
- all HAZNO requirements are met.
- monitoring and reporting on the condition of various plant and equipment is completed on a regular basis.

Carry out routine laboratory work including but not limited to:

- analysis and evaluation of samples for assessing plant performance;
 - carrying out water sampling on a daily basis;
 - Checking bulk chemical supplies;
 - Carrying out routine calibration checks of plant instruments.
- Assist in performance trials and on-site development work as required by the supervisor.
 - Investigate and report back on 'water quality complaints' and liaise effectively with Council team and Customers to resolve issues appropriately.

- Identify any inefficiency and suggest appropriate improvements for consideration in the operation of the treatment plants.
- Provide support to other council teams and treatment plants when the need arises and as required by the supervisor.
- Keep up to date and aware of new technological developments in your field.

Service level delivery

In order to provide 24 hours, seven days a week cover, including cover for sickness and leave absences, treatment specialists are rostered on standby, to respond to alarms when the plants are not staffed. Scheduled rosters may be changed from time to time to reflect operational requirements and will be notified to staff before the first changed roster takes effect.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures, and update of the asset register /any other systems are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.

- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Demonstrated experience working in a treatment plant environment.
- Ability and capability to be flexible with working hours to accommodate call-out responses and after hours work as may be required.
- Ability to work collaboratively with others and demonstrate safe working behavior.
- Demonstrated knowledge and understanding of relevant legislation and how it applies to the Council environment and implications for application.
- Hold a Confined Space certification. Should an appointment be made to the position without this, the Council will support the appointee to gain this qualification within six months of commencement in the role.

- Hold a Breathing Apparatus certification as working with chemicals and chlorine gas is required. Should an appointment be made to the position without this, the Council will support the appointee to gain this qualification within six months of commencement in the role.
- Hold a National Certificate in Water Treatment Level 4 or equivalent for potable water. Should an appointment be made to the position without the National Certificate, the appointee must gain this qualification within two years. The Council will provide support for funding such course costs.
- Hold a current & valid NZ Drivers License with no restrictions for the class(es) of vehicle that may be required to be driven in this role, e.g.: HT License Forklift etc.
- Hold a current and valid Dangerous Goods License (or the ability and capability to gain one) as transporting chemicals is required.
- Effective interpersonal skills with a demonstrated commitment to customer service and capability to work with a wide range of people within and outside the organisation.
- Demonstrated competent PC skills, particularly with computer applications including the Microsoft Office software, and a good knowledge of PLC and SCADA systems.
- Ability to reduce a complex process to its component parts and express this in simple language.
- The ability to understand and use mathematical formula.
- Demonstrated knowledge and understanding of dangerous goods and infectious diseases.
- Have a demonstrated mechanical or electrical aptitude as the role holder will be required to diagnose plant equipment faults.
- Demonstrated ability to work effectively as part of a team, and when required work effectively unsupervised and/or alone with effective time management, prioritizing ability and the ability to work effectively under pressure.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defense duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.