



Position Description

Position Title: Trainee Water Treatment Operator

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: To actively participate in the operation and routine maintenance of water treatment facilities to ensure they operate efficiently and with no loss of service to the community. Ensure water schemes comply with resource consent conditions and drinking water quality assurance rules. To also develop competency in water treatment process and operations to support the Water Treatment Operations Team.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Ensuring steady progress is made towards attainment of the National Certificate in Water Treatment – Site Operator
- Guarantee all water treatment plants are operated in accordance with resource consent conditions and Standard Operating Procedures (SOPs).
- Assist with the maintenance and implementation of Operations and Maintenance Plans for water treatment plants.
- Assist with the development of prioritised maintenance and renewal programmes.
- Undertake any mechanical repairs including dismantling, replacing, reassembling commissioning and testing.
- Once competent participate with afterhours/on call rosters.
- Failures of plant and equipment are investigated, and issues identified.
- Actively promoting and demonstrating Council's customer service standards.
- Acting as an ambassador for our Council, going above and beyond to provide a helpful and supportive service always.
- Demonstrating a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015
- Maintaining Council property and equipment and ensuring knowledge of correct use of equipment is up to date.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Current NZ Drivers Licence.
- Ability to work proactively and collaboratively as part of a team.
- Ability to work safely, effectively, and productively without supervision.
- Be exemplary in planning, organising, communicating, and managing workloads and resources to achieve position requirements and meet deadlines.
- Good understanding of working within toxic, faecal, and hazardous environments.
- Ability to read and understand technical manuals and drawings.
- Accurate and timely administration skills.
- Ability to communicate in written and verbal form to peers.
- Working knowledge of MS Office (e.g. Outlook, Excel, Word) and SCADA systems.
- Awareness of Treatment Plant operations, resource consent conditions and requirements of environmental impacts and community awareness.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Trade qualifications or diplomas in water treatment and/or related to the water industry.
- At least two years' experience with water treatment plants.
- Experience in working with chemicals and mechanical equipment.
- Class 4 heavy vehicle licence.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

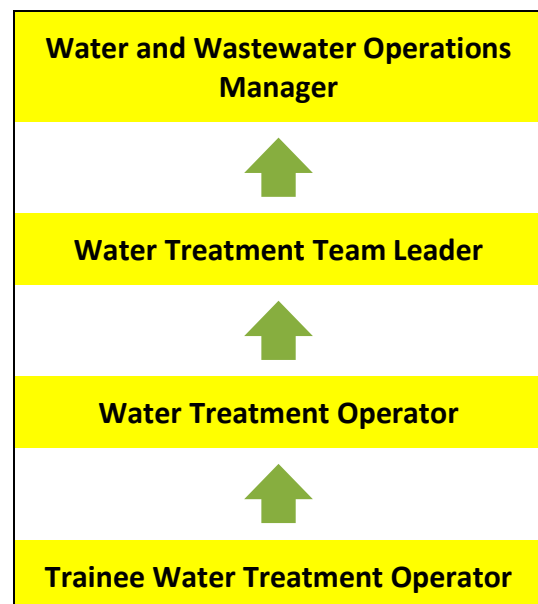
We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	Not applicable
Contract delegation	Not applicable
Statutory delegation	Not applicable

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: