

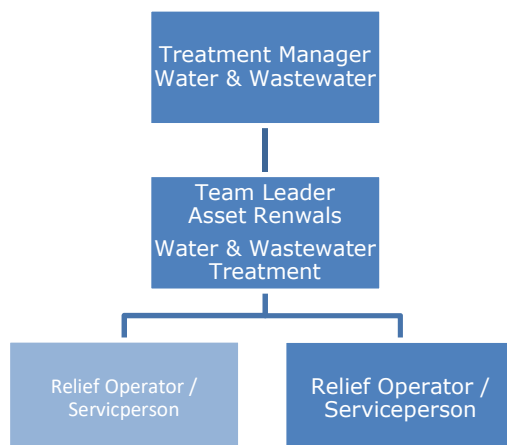
RELIEF OPERATOR/ SERVICEPERSON

POSITION DESCRIPTION

POSITION INFORMATION

Group	Operational Services Group
Team	Water & Wastewater Treatment
Reports to	Team Leader – Asset Renewals
Direct Reports	Nil
Primary Location	Wastewater Treatment Plant, Taupo
Financial Authority	\$Nil

TEAM STRUCTURE



POSITION PURPOSE

This job exists to ensure the Water & Wastewater Treatment Plants are operated to meet the required standards and alarms are addressed appropriately when on call.

Also to ensure TDC's Water & Wastewater Treatment Assets are maintained to a high standard by the implementation of planned and reactive renewals program.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Treatment Plant Operation (while relieving)	<ul style="list-style-type: none"> The plant operates continuously and meets the legislative and TDC requirements as advised by the Team Leader or Manager Appropriate action taken either by report or physical steps to immediately rectify any departure from set operating requirements Log book records and computer data correctly maintained or inputted as appropriate Equipment serviced and maintained / renewed to a high standard Call outs are responded to within one hour and faults corrected. All TDC policies and procedures are followed
Laboratory Tests	<ul style="list-style-type: none"> All necessary tests are performed and analysed in an accurate and tidy fashion Test results filed and/or recorded in TDC's document management system and active involvement in discussion of operational results and issues is carried out.
Equipment and Pump Maintenance	<ul style="list-style-type: none"> Treatment Plants, pump stations and Disposal sites are maintained & operational Plant & equipment failures are reported promptly and repairs and maintenance carried out as required.
Assist in the planning & implementation of preventative maintenance schedules	<ul style="list-style-type: none"> Processes and equipment maintained and improved. Public health protected and maintained. Response times to faults are minimised. Staff and public health and safety is maintained Standard operating procedures (SOP's) and health and safety procedures are maintained and improved.
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLG
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT

Responsibility	Key Functions/outcome
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Staff Management General TDC staff 	<ul style="list-style-type: none"> General Public Contractors Consultants

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> National Certificate in Water &/or Wastewater Treatment Heavy Traffic Licence (Class 4) 	<ul style="list-style-type: none"> National diploma in Water &/or Wastewater Treatment A related trade i.e. Fitter, Mechanic, Drainlayer

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> Excellent Attitude Teachable Willing to learn and adapt Team Player 	<ul style="list-style-type: none"> Good sense of humour Willing to go the extra mile

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> 3-5 years water/wastewater operating experience Experience in maintaining plant & machinery 	<ul style="list-style-type: none"> Computer process control experience Experience in plumbing and drainage work or fitter turner/mechanical

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		