

POSITION DESCRIPTION

Treatment Technician

Kaitoi Rāwekeweke



Job Title:	Treatment Technician
Group:	Service Delivery Group
Location:	HDC Water Treatment Plant at Kerepehi, and mobile between all Council's water treatment plants / offices / depots and around the district
Reports to:	Utilities Manager / Treatment Team Leader
Supervisory Responsibility:	Intermittent, Contractors
Functional Relationships:	Operations Engineers, Water Services Administrator, Health and Safety Team
Authorities:	In accordance with the Delegation Manual

General function of the position

To operate and maintain treatment plants and pumping stations in accordance with operational and process requirements, procedures, drinking water standards and consent requirements.

This position has an on-call component so the position holder must be able to meet service delivery expectations for the role on a rostered standby basis if/as required.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To carry out the day-to-day operational and maintenance requirements at the Council's water and wastewater treatment plants, pump stations and reservoirs.
2. To actively promote and support health, safety and well-being so that 'Everyone is Safe and Well at the End of the Day'.
3. To actively manage own professional accountability, development and performance.
4. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Plant Operation and Maintenance

Key Tasks	Key Performance Indicators (KPIs)
1.1 Undertake day to day operation and maintenance of water and wastewater treatment plants, pump stations and reservoirs.	<ul style="list-style-type: none"> • Treatment plants, pump stations and reservoirs are managed in line with process operating criteria. • A high quality and responsive service is provided across 7 days (inclusive of on-call hours) to all customers (internal and external). • Organisational processes are followed to ensure correct analysis and treatment is completed in a safe manner and in accordance with guidelines. • Ensure that the highest standards of care and diligence are maintained in the provision of drinking water.
1.2 Calibrate and maintain plant instruments.	<ul style="list-style-type: none"> • Plant instruments are operational.
1.3 Monitor and analyse water and wastewater quality, quantity and process data, solving any problems, to optimise treatment process.	<ul style="list-style-type: none"> • Drinking water standards compliance requirements are met. • Treatment plant operations are carried out efficiently, and down time is minimised.
1.4 Maintain all check sheets, lab results, plant diary and maintenance schedules.	<ul style="list-style-type: none"> • Data is correctly recorded and available.
1.5 Obtain samples for testing, prepare samples for transportation to labs, and undertake various forms of testing.	<ul style="list-style-type: none"> • Appropriate levels of monitoring and testing are completed.
1.6 Provide input into preventative maintenance schedule.	<ul style="list-style-type: none"> • Maintenance schedule work is completed in a timely and cost effective manner, resulting in minimal loss of services.
1.7 Undertake maintenance, review and modify schedule as required.	
1.8 Undertake ad-hoc repairs as required.	
1.9 Suggest improvements to plant and processes and provide feedback on requirements when commissioning plant.	<ul style="list-style-type: none"> • Plants operate at optimal levels in efficient manner.
1.10 Maintain chemical and material inventories, ensuring sufficient availability with consideration for seasonal and climate factors.	<ul style="list-style-type: none"> • The chemicals inventory is managed effectively and chemicals are stored in a safe and appropriate manner.
1.11 Oversee and co-ordinate contractors as required.	<ul style="list-style-type: none"> • Contractors operate in accordance with requirements.



2. Health and Safety

Key Tasks	Key Performance Indicators (KPIs)
2.1 Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
2.2 Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the H&S of others.	<ul style="list-style-type: none"> Comply with any reasonable instruction that is given by the Council. Co-operate with any reasonable policy or procedure.
2.3 Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE and adherence to the JSA's.	<ul style="list-style-type: none"> Adheres to all H&S practices and rules as they relate to the position and working environment(s) and seeks out advice when unsure.
2.4 Actively participate in the identifying and reporting of risks and hazards.	<ul style="list-style-type: none"> All accidents / incidents / near hits are reported through the Vault H&S reporting system within 48 hours of their occurrence. Relevant advice is sought when hazards or risks are identified.
2.5 Inform contractors of H&S regulations and procedures they must operate within at all times.	<ul style="list-style-type: none"> Contractors are informed of H&S regulations and procedures so that they operate safely while undergoing work at HDC sites.

3. Professional Accountability and Development

Key Tasks	Key Performance Indicators (KPIs)
3.1 Actively supports and models the Hauraki Way – values and required behaviours of the role (internally and externally).	<ul style="list-style-type: none"> Champions the Hauraki Way in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner.
3.2 Takes personal responsibility for discussing own performance and professional development with direct manager.	<ul style="list-style-type: none"> Takes an active role in own PPD / MeTime and raises any concerns in a constructive manner that does not undermine good faith.
3.3 Demonstrates commitment to up-skilling and further developing specialist knowledge and best practice initiatives.	<ul style="list-style-type: none"> Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council.
3.4 Identifies opportunities for improvement and as necessary works across the organisation to implement the necessary changes.	<ul style="list-style-type: none"> Contributes to and/or champions an improvement initiative through to completion.

4. Other Duties

Key Tasks	Key Performance Indicators (KPIs)
4.1 Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> Other duties are completed as are reasonably required.
4.2 Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> Employee participates in Civil Defence activities and events as required and as directed.



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| 4.3 | Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet. | <ul style="list-style-type: none"> Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. All applicable policies and procedures are adhered to. |
| 4.4 | Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives. | <ul style="list-style-type: none"> Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant. |
| 4.5 | Actively contributes to Business Continuity Management (BCM) and Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position. | <ul style="list-style-type: none"> Contribution into BCM plans is provided and plans are implemented as required. Participation in CDEM readiness, response and/or recovery and training completed as required. |



Person specification details

1. Expertise

Qualifications:	NZ Diploma in Water Treatment or NZ Diploma in Wastewater Treatment (Level 5) Full NZ Drivers' Licence
Experience:	At least 3 years' practical experience in related field. Assessed competency in required activities and with operation of required plant, equipment and machinery is essential for fully effective qualification requirement. Depending on job requirements, Technicians may be at trainee, or skilled fully effective levels.
Health & Safety Requirements:	Passes required health, safety and well-being checks for position including drug testing for safety sensitive positions. This is a safety sensitive position. Must participate in annual occupational health monitoring applicable to the position.

2. Skills

Attention to Detail	Demonstrates attention to detail, particularly with regard to written documents and measurement devices.
Commitment / Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instills commitment. Responds to correspondence, voice mail and e-mail promptly.
Customer Focus	Makes customers and their needs a primary focus of their actions. Develops and sustains productive customer relationships. Understands customer service principles and practices. Presents a professional image, eg. dress code, behaviour, conduct.
Interpersonal Relations	Interacts effectively with superiors, peers and subordinates in order to advance the work of the Council. Interactions are based on respect and an appreciation for people with varying backgrounds and viewpoints.
Time Management	Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.

3. Knowledge

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) Intermediate • Microsoft Word Basic • Microsoft Excel Basic • SCADA Systems
Job Safety Analysis	Demonstrates understanding of Job Safety Analysis procedures with a knowledge of and practical operational competency in all JSAs relating to the job activity and site.



Working Knowledge

Has an understanding of and demonstrates a working knowledge of

- Drinking Water Standards
- Electrical, mechanical, and control operation of treatment plants and pumping stations
- Contract management and contractor management practices
- Key factors in operating within the requirements of a predominantly ratepayer funded environment

