

# JOB PROFILE FORM



## 1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Plant Trainee

Team / Division / Group: TPO/AO/IS

Current Incumbent/s: New Role

Reports to (Name / Title): John Dennis/Manager TPO

Person Completing Form: John Dennis

Date of Completion: August 2018

## 2. WHAT DOES THIS JOB DO?

This role is only open to a trainee within the meaning of the Education & Training Reform Act 2006 and employment will be under a Training Contract.

It is the entry trainee level for the Treatment Plant Optimisation Team. The incumbent receives training, education, and experience in water and/or wastewater treatment plant operations and reuse schemes. It encompasses monitoring, maintenance, and/or repair of related support systems.

Position also performs collection, analysis, reporting, and processing of a variety of samples and data. The incumbent will be expected to perform routine work independently and will obtain on the job training and guidance from more experienced staff when completing non-routine tasks and functions.

### Responsibilities

To develop capabilities to enable the following activities to be delivered with minimal oversight and in an effective and efficient manner:

- Responsibility to ensure that plants remain within their operating envelope and product quality standards are maintained, including the monitoring and recording of plant performance through carrying out laboratory testing and analysis of instrument and performance data.
- Ensure that the Treatment Plant Facilities continue to provide a safe and secure workplace, carry out a range of "plant house-keeping" activities, third party activities onsite are appropriately monitored and that issues are dealt with appropriately and in a timely manner.
- Monitoring of on-site activities of contractors operating under direct YVW supervision.
- Implementing agreed changes to operating set points for plant performance control points and associated performance monitoring.
- Working with the Plant Optimisers for exceedance management and investigation and implementing the necessary rectification actions.
- Fault determination and implementation of agreed rectification measures.
- Identification of and delivery and/or oversight of projects.
- Testing and recording of plant/process performance data.
- Participation in Plant upgrade project teams (including commissioning activities).
- Provide feedback on the management of day to day process issues and longer term plant improvements; ensuring plant output and products are within the required standards.
- Foster a strong positive relationship with key stakeholders, including maintenance and equipment suppliers and other areas of Yarra Valley Water.

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- Participation in cultural or team activities to foster the desired team culture and model the Our Way behaviours.
- Foster a supportive, collaborative and constructive team/divisional/group culture.
- Support the development of Treatment Plant sites to enhance their community and environmental value beyond the core functions.
- Support team members and Incident Controllers to manage incidents associated with treatment plants.
- Participate in Regulatory and Internal audits.
- Operate out of multiple reporting bases.

**Note: current vaccinations for Hepatitis A and Hepatitis B and Tetanus are required in this role.**

## 3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

### 3A.THESE ARE THE KEY SKILLS OR EXPERIENCE REQUIRED TO BE DEVELOPED IN THIS ROLE.

| Skill/ Experience  | Level of Skill/ Experience<br>i.e. Basic / intermediate/ Advanced | Years of Experience<br>(optional) | ADMIN ONLY<br>Attribute Type |
|--|---|-----------------------------------|------------------------------|
| Operation of various sewage and/or water treatment technologies.                             | B → I   |                                   |                              |
| Experience in instrument calibration and maintenance   | B → I   |                                   |                              |
| Experience in equipment and plant maintenance and the carrying out of minor repairs.         | B → A   |                                   |                              |
| Experience with various risk management systems. e.g. HACCP                                  | B → A   |                                   |                              |
| Data Extraction and analysis.  | B   |                                   |                              |
| Quality Assurance, OH&S, HAZOP and Environmental Management principles and applied practices | B → I   |                                   |                              |
| Use of asset management systems.   | B → A   |                                   |                              |
| Use of control systems such as ClearSCADA & Citect   | B → A   |                                   |                              |
| Chemical handling experience.  | B → A   |                                   |                              |
| Audit participation and awareness  | B → A   |                                   |                              |
| Ability to use common computer applications and YVW systems.                                 | I → A   |                                   |                              |

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| Use of laboratory (benchtop) test equipment. | B → A |  |  |
|--|-------|--|--|

## 3B. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

| Personal Attributes   |   |
|---|---|
| Physical Strength and able bodied to operate valves and other operational assets and equipment in the field | Please note that this role requires the manual operation of valves and other field equipment which requires a moderate level of physical strength and mobility. |
| Willingness & Ability to learn  |   |
| Customer Focussed   |   |
| Self-management   |   |
| Time management   |   |
| Able to work independently  |   |
| Team work   |   |
| Resilient   |   |
| Ability to cope with conflicting priorities   |   |
| Business Focus  |   |
| Environmental Focus   |   |

## 4. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

With the exception of applicants being required to hold a current Victorian Drivers Licence (considered a mandatory prerequisite) the following section outlines the basis of a training plan applicable to this role.

|  | Mandatory/<br>Highly<br>Desirable/<br>Suggested? | Method of Training<br>(eg. certificate, ticket,<br>observation, on-the-job<br>etc...) | Renewal<br>Required<br>(Y/N/Unsure) | Renewal<br>Frequency<br>(eg. Never, 1 year, 5<br>years etc...) |
|--|--|---|-------------------------------------|--|
| <b>Qualifications / Certificates</b>   |  |   |                                     |  |
| Certificate in Water Industry Operations or equivalent: or demonstrated experience in a relevant field | HD   | Qualification   | N                                   |  |
| Ability to carry out routine plant maintenance tasks without supervision.                              | M  | On the job  |                                     |  |

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|   |    |             |   |                                     |
|---|----|-------------|---|-------------------------------------|
| Ability to complete more complex tasks following a successful competency assessment |    |             |   |                                     |
| <b>Licenses/Tickets</b>   |    |             |   |                                     |
| Victorian Drivers Licence.  | M  |             | Y | 10                                  |
| Chemical Handling Certificate   | HD | Certificate | U |                                     |
|   |    |             |   |                                     |
| <b>Training</b>   |    |             |   |                                     |
|   |    |             |   |                                     |
| Asbestos Awareness  | HD | Certificate | Y | 5                                   |
| Dangerous Goods, Hazardous Substances.  | M  | Certificate | Y | 2                                   |
| SDS awareness   | HD | Certificate | U |                                     |
| Noise Awareness   | HD | Certificate | Y | 5                                   |
| Manual handling / Ergonomics  | M  | Certificate | Y | 2                                   |
| Confined Space Awareness  | M  | Certificate | Y | 4                                   |
| Working at Heights Awareness  | M  | Certificate | U |                                     |
| HAZOP (or similar)  | HD |             |   |                                     |
| <b>Other</b> (incl. on-the-job, secondments, etc.)                                  |    |             |   |                                     |
| Audiometric hearing Test  | HD | Test        | Y | 2                                   |
| Vaccination for Hepatitis A, Hepatitis B and Tetanus                                | M  | Medical     | Y | As defined by medical practitioner. |

## 5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

PEEPS will hold career path information for jobs within the organisation. This will feed into the PEEPS career and succession planning functionalities. For this job, what jobs within the organisation precede and proceed this from a career pathways perspective.

|   |  |
|---|--|
| <b>Role Before</b>                          | Assumed new to the business or moved from an unrelated area of YVW |
| <b>Role after</b><br>(Name, Team, Division) | Technician role applicable to various teams                        |

## 6. CHECKPOINT

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| Through the job mapping process, has there been a significant change to the intent or level of responsibility for the job? | No | Comments: |
|--|----|-----------|

## 7. APPENDIX – JOB TASK ANALYSIS

Key – Job Profile : Physical Demands:

| Physical demands of task and % of work time allocated | Never<br>0% | Occasional<br>1 – 33% | Frequent<br>34 – 66% | Constant<br>67 – 100% | Comments   |
|---|-------------|-----------------------|----------------------|-----------------------|--|
| Sitting   |             |                       |                      | X                     | Driving to and from customer site from the office.<br>Working in the office 1 day a week.            |
| Standing  |             |                       | X                    |                       | Standing on customer sites when signing in or talking to the customer.                               |
| Walking   |             |                       |                      | X                     | Walking around customer sites to take samples, find valves.  |
| Steps / stairs  |             | X                     |                      |                       | Stairs are used when walking around the customers sites.   |
| Squatting   |             |                       | X                    |                       | To inspect assets, take samples and remove valve covers or hydrant lids.                             |
| Kneeling, crawling                                    |             |                       | X                    |                       | Kneeling may be required to take samples and remove valve covers or hydrant lids.                    |
| Looking up  |             | X                     |                      |                       | Field Officers may be required to look up as part of tank site visits and to check for obstructions. |
| Looking Down  |             |                       | X                    |                       | Field Officers are required to look down at valves, markings, hydrants, samples.                     |
| Bending spine forwards                                |             | X                     |                      |                       | Field Officer is occasionally required to look down at valves, markings, hydrants, samples.          |
| Twisting spine to side                                | X           |                       |                      |                       | No twisting of the spine is required as part of the role.  |
| Bending backwards                                     | X           |                       |                      |                       | There is no need for the Field Officer to bend backwards in their role.                              |

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| Working with hands above shoulder height | X |   |   |  | There is no need for the Field Officer to work with hands above shoulder height in their role.   |
| Reaching forwards or sideways >30cm      |   | X |   |  | Reaching of objects to inspect or to take a sample or make a connection to a fitting.  |
| Gripping or grabbing                     |   |   | X |  | Gripping a valve extension spindle and bar. Grabbing or gripping other equipment to operate valves and instruments. Grabbing or gripping handle in car to enter or exit the vehicle. Gripping a mobile phone to take a picture. Grabbing and gripping a sample bottle to collect discharge samples |
| Dexterity of Hands                       |   | X |   |  | Using a laptop or a mobile phone and manual lifting and carrying of objects/ equipment   |
| Lifting floor to waist                   |   | X |   |  | The Field Officer will be required to equipment including but not limited to valve extension spindles and bars, sample equipment, instruments and gauges.  |
| Lifting at waist height                  |   | X |   |  | The Field Officer will be required to lift valve extension spindles and bars, sample equipment and fittings.   |
| Lifting waist to overhead                |   | X |   |  | The Field Officer is required to lift overhead to open the doors on the ute tray.  |

| Physical demands of task and % of work time allocated | Never<br>0% | Occasional<br>1 – 33% | Frequent<br>34 – 66% | Constant<br>67 – 100% | Comments  |
|---|-------------|-----------------------|----------------------|-----------------------|---|
| Carrying  |             |                       |                      | X                     | Carrying valve and instrumentation equipment and gauges, laptop, samples and forms.   |
| Manual Handling – [ Pushing                           |             |                       | X                    |                       | The Field Officer will be required to push bars connected to valve spindles to operate valves and to connect fittings. Gatic cover levers may also be used. |
| Manual Handling - Pulling                             |             |                       | X                    |                       | The Field Officer will be required to pull bars connected to valve spindles to operate valves and to connect fittings.                                      |

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| Manual Dragging (equipment)              |   | X |   |  | The field officer will be require to drag hoses, fittings and gatic covers   |
| Forceful push or pull (equipment)        |   |   | X |  | The Field officer will be required to will be required to push or pull bars connected to valve spindles to operate valves and to connect fittings. |
| Force using one hand or one side of body | X |   |   |  | No tasks require the Field Officer to use one hand or one side of body   |
| Exerting force in an awkward posture     |   |   | X |  | The Field officer will be required to will be required to push or pull bars connected to valve spindles to operate valves and to connect fittings. |
| Holding, supporting or straining         | X |   |   |  | No tasks require the Field Officer to hold, support or strain.   |
| Exposure to Heat                         |   | X |   |  | Dependent on weather in Melbourne  |
| Exposure to Cold                         |   | X |   |  | Dependent on weather in Melbourne  |
| Vision Acuity                            |   |   | X |  | Eyesight – distinguish the different coloured valves painting.<br>Testing for colour blindness is mandatory before commencing employment.          |