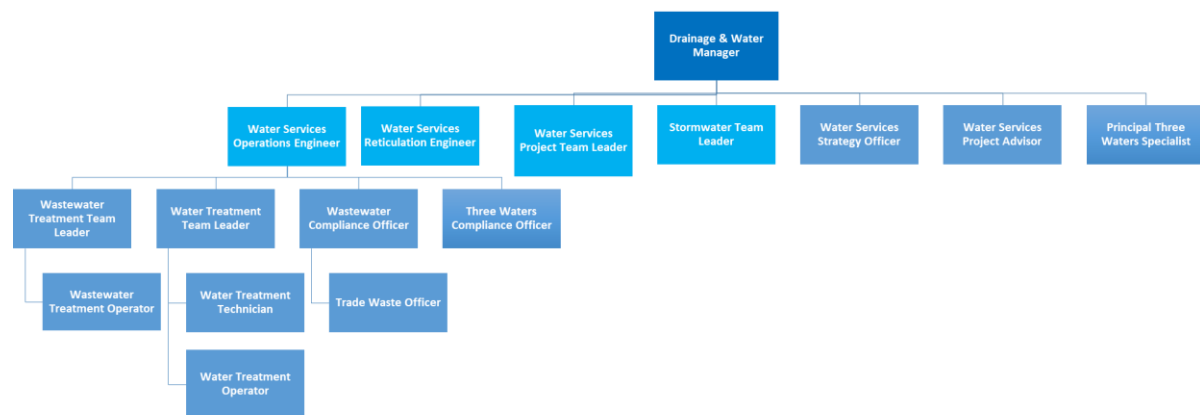


Position Description: Wastewater Treatment Operator

Business Group	Infrastructure
Reports To	Wastewater Treatment Team Leader
Direct Reports	Nil
Date	June 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport and Waste Minimisation Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be

responsible for the design and implementation of strategy and programmes of work which align with the strategic priorities and Long Term Plan objectives of the Council. A key focus of the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru's communities today and in the future.

Purpose of the Position

The purpose of the Wastewater Treatment Operator is to assist in the continuous operation and maintenance of all Timaru District Council wastewater facilities. These facilities include oxidation ponds, maturation ponds, wetlands, screening, pumping, aeration, tanker reception and outfall discharge plant, and wastewater and stormwater pumping stations.

Emphasis is placed on the operation of the biological treatment processes and the mechanical plant. The Wastewater Treatment Operator will implement maintenance programmes to ensure the performance of wastewater treatment is efficient, effective and compliant with all resource consents. Monitoring of the treatment plant and taking appropriate corrective actions in a timely manner is critical.

This work shall be carried out in accordance with Council policies and bylaws, resource consent and public health requirements, in line with standard procedures and best practices.

Key Relationships / Customers

External	Internal
Members of the public	Infrastructure Group
Contractors	Drainage and Water Manager
Consultants	Water Services Operations Engineer
Businesses and Suppliers	Wastewater Treatment Team Leader
Other Stakeholders	Drainage and Water Unit
Other Local Authorities	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Deliver quality customer service as part of a team to external and internal customers and achieve specified performance standards.
2. Assist with the management and operation of Council's wastewater treatment facilities including aerated biological oxidation ponds, screening, pumping and outfall discharge plant, and wastewater and stormwater pumping stations.
3. Be part of an after-hours roster which provides a 24 hour response service.
4. Assist with biological treatment plant performance monitoring, and instigate appropriate corrective actions in a timely manner to ensure compliance with all wastewater discharge consent conditions.
5. Carry out ongoing inspection, surveillance and assessment of wastewater treatment and pumping facilities, and assist with implementing programmed maintenance schedules.
6. Monitor the telemetry system to ensure all alarms are responded to and take appropriate actions to minimise unauthorized wastewater discharges.
7. Operate the wastewater tanker reception facility to ensure specific wastes are diverted to the appropriate wastewater treatment stream
8. Assist in the development and implementation of operations and response procedures and manuals for all treatment and pumping facilities.
9. Maintain a safe work place and environment by observing safe work practices and to draw to the notice of the Wastewater Treatment Team Leader any areas of concern.
10. Assist with other duties as reasonably required by the Wastewater Treatment Team Leader.
11. Actively engage in setting own goals and objectives.
12. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
13. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
14. To be actively involved in Civil Defence Emergency Management when required.

15. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
16. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum qualification	NCEA (Level 3) or equivalent, NCEA (Level 2) science and maths. The Wastewater Treatment Operator will work as a wastewater treatment team member and will be trained to complete the NZ Certificate in Wastewater Treatment (Level 4) - normally over a three year period.
Desired qualification	A certificate qualification in a relevant field.
Minimum experience	Three years' relevant experience.
Desired experience	More than five years' relevant experience in a similar role with general engineering and mechanical skills.
Mandatory Training requirements (these may be reviewed and updated from time to time)	Confined space, working at heights, Elevated Work Platform, certified handler, first aid, hazard assessment, Dangerous goods, TC, drivers licence, fire extinguisher.

Key Competencies / Skills / Knowledge

- Sound knowledge of monitoring, operating and maintaining wastewater treatment processes and mechanical and electrical equipment.
- Strong analytical skills with the ability to conduct tests and inspections, evaluate and action the results. Able to work well as part of a team, yet also conscientiously work unsupervised, and can demonstrate the ability to make good decisions.
- Good communication and time management skills are essential.
- The person should be enquiring and accurate in the work process, and a willingness to learn new skills and concepts is essential.
- Competent in the operation of computer systems.
- Must be in possession of a full driver's license.
- Interested in wastewater treatment processes and pump systems.

- Excellent problem solving and self-organisation management skills.
- Understanding of the Health and Safety at Work Act 2015.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Drainage and Water Manager

Wastewater Treatment Operator

Date

Date