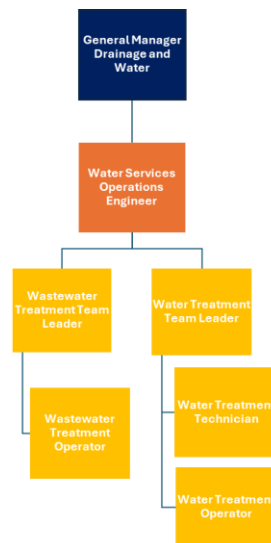


Position Description: Water Treatment Operator

Business Group	Drainage & Water
Reports To	Water Treatment Team Leader
Direct Reports	Nil
Date	August 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The Water Treatment Operator is responsible for assisting in the continuous operation and maintenance of all Timaru District Council bulk supply, storage and water treatment facilities.

The Water Treatment Operator is part of a team with an emphasis placed on the operation of the bulk supply and treatment processes, and the mechanical plant, and the implementation of maintenance programmes to ensure the performance

of water treatment is efficient, effective and compliant with resource consents and drinking water standards.

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

Key Relationships / Customers

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

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 water treatment facilities, including water supply intakes, bulk supply pipelines, and storage and treatment plants.
3. Assist with treatment plant performance monitoring and carry out appropriate corrective actions as instructed in a timely manner to ensure compliance with drinking water standards.
4. Once appropriate competences have been obtained, be part of an after-hours roster which provides a 24 hour response service.
5. Ensure data and information is recorded for efficient operations, consent and drinking water standards compliance and water safety plan requirements.

6. Assist with ongoing inspection, surveillance and assessment of water treatment facilities, and implementing programmed maintenance.
7. Be part of the operations team, maintaining good communications and flexibility around all duties.
8. Monitor the telemetry system to ensure all alarms are responded to and take appropriate actions as instructed.
9. Assist in the implementation of operations and response procedures and manuals for all water treatment facilities.
10. Maintain a safe work place and environment by observing safe work practices and draw to the notice of the Water Treatment Team Leader any areas of concern.
11. Sound understanding and acknowledgement of the responsibility to ensure the delivery of safe water for public health in our communities.
12. Actively engage in setting own goals and objectives.
13. Assist with other duties as reasonably required by the Water Treatment Team Leader.
14. 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.
15. 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.
16. To be actively involved in Civil Defence Emergency Management when required.
17. 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.
18. 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 Water Treatment Operator will work as a Water Treatment team member and will be trained to complete the NZ Certificate in Water Treatment (Level 4) - normally over a three year period.
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Desired Qualification	Diploma Water Treatment.
Minimum Experience	Three years' relevant experience.
Desired Experience	More than five years' relevant experience in a similar role.

Key Competencies / Skills / Knowledge

- Sound knowledge of monitoring, operating and maintaining water 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 water 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.

General Manager

Drainage and Water

Date

Water Treatment Operator

Date