

## Job Description

### Water Treatment Plant Technician

New **Incumbent** HokiFinancial Delegation  Report to 

#### Functional Relationships Internal

#### Functional Relationships External

### Objective

Inspection, maintenance and upgrading of water reticulation systems (Treatment Plants) for the Westland District Council

Work with various other authorities to maintain industry standards

### Conduct

- Live the Westroads Values
- Wearing correct company branded PPE
- Ensure your PPE is in good order
- Avoid bad language especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not argue with clients or public; refer to supervisor
- Do not engage the media nor make statements on behalf of Westroads

### Work tasks

#### Works

- Monitor water supply across the network
- Routine maintenance of plant;
- Testing and treatment of water supplies;
- Notification to consumers of emergencies and problems;
- Ensure adherence to Company policy and compliance with Health and Safety in all tasks;
- Adherence to road safety and temporary traffic management requirements as per issued Work Instructions and the Transit New Zealand Code of Practice for Temporary Traffic Management;
- Other duties or tasks throughout the West Coast as required.

#### Procedures

- Understand and apply the WDC contract specification
- Understand and apply WTP procedures
- Suggest improvements

#### Water samples

- Delivery On time to labs - No later than 6-12 hours after sample was taken (or as per prevailing guidelines)
- Apply correct sampling techniques

- Package samples securely
- Maintain temperature below sample temperature or as per prevailing guidelines)

#### Manage WTP chemicals

- Monitor usage
- Check weight weekly and update records
- Report when Chlorine is below 900kg to Supervisor

#### Report/Record timely

- Report any issues or potential issues immediately to Utilities Supervisor
- Report all failures as per contract specification to Utilities Supervisor
- Record each visit and complete WTPs documents

#### Complete Documents accurately and timely

- Sample 3 times a week (or as per prevailing guidelines)
- Follow testing regimen of Ecoli / PH / Turbidity / Facs
- Monitor and record chemical Usage
- Monitor and record pump running Hours
- Keep HAZ Chem register up to date on Notice Board

#### Monitoring pumps

- Report issues immediately
- Document running time

### Staff Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Comply with regulatory requirement
- Comply with company policies, plans and procedures
- Comply with Drug and Alcohol Policy
- Promote a safe workplace culture
- Report all accidents and incidents
- Correct and report any dangerous or unsafe practices immediately to supervisor
- Complete Take 5 and vehicle pre-starts

### Environmental

- Identify and control hazards that may affect the environment
- Always read the material safety data sheet(MSDS) before using any chemicals/products

### Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate problems or issues in a timely manner to direct supervisor
- Communicate with public in a respectful and professional manner
- Communicate with Westroads staff in a respectful and professional manner

### Work Activities

- Works outdoors on streets and roads
- Works in all weather and traffic conditions and wears appropriate protective clothing
- May work in confined or awkward spaces and under buildings
- Frequently works in wet, dirty and smelly conditions and may be exposed to harmful bacteria
- Frequently works alone and travels.
- Heavy to very heavy physical demand levels
- Frequently lifts and carries piping, fixing materials and tools
- Stands frequently for most work
- Occasionally walks about the area to move piping, equipment and materials
- Occasionally sits or lies down when lagging or joining piping

- Frequently digs or shovels material into and out of trenches/drains
- Frequently squats, crouches, bends and kneels
- Occasionally twists body or neck
- Repetitive hand and arm movements will be frequent
- Constantly works with plastic, copper, concrete and clay piping or tiles. Cuts or bruises to the skin may occur
- Frequently climbs into and works in drains or other trenches, sumps or underground tanks
- Driving is frequently required if moving from job to job to carry out repair or installation work. May also operate trenching and digging machines
- Hand and power equipment / tools will be required to carry out work tasks, including sealing, cutting and jointing, as well as shovelling and digging
- Mental activities necessary include practical, organisational and problem-solving skills