

Scheme Operator

POSITION DESCRIPTION

Position Title:	Scheme Operator
Reports To:	Team Leader (Region Specific)
Location:	Devonport
Instrument:	Water Services Award 2020
Award Classification:	Level 5
Salary Band:	\$85,000 to \$97,000
Employment Basis:	Full-time
Hours of Work:	38 hours per week - Monday to Friday, 8.30am to 5.00pm

Organisation

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for developing and operating irrigation schemes, typically funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 16 new irrigation schemes, and advanced planning on a further six schemes.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

Role Purpose

The primary objective of this position is to work with the Team Leader, GM Water Delivery, Electrical Manager and technical support services to manage, operate and maintain the Irrigation schemes and to provide support for both administration and compliance activities according to TI's values and policies and in accordance with all instructions, landowner agreements and legislative requirements.

Key Responsibilities

Introduction

Information to help a scheme operator of an Irrigation scheme understand their responsibilities in delivering reliable and cost effective water to customers.

This guide will help you better understand:

- Your roles and responsibilities in delivering irrigation water to your scheme 's customers.
- Additional responsibilities, which can vary depending on your scheme size, characteristics (e.g., complexity of scheme), managerial structure, and regulatory requirements.

All scheme operators share several key responsibilities that are critical to meeting your ultimate goal - providing an adequate and reliable supply of irrigation water.

1. Scheme Operation

Keep all scheme components (i.e., source, storage, and distribution) functioning efficiently and effectively.

General Responsibilities:

- Monitor external weather / environmental factors and other scheme components.
- Monitor effectiveness of delivery.
- Prepare and maintain records of meter readings, tests, equipment, chemical use, correspondence, and customer complaint log.
- Develop a maintenance plan for the plant and distribution scheme.
- Regularly read meters and gauges, making adjustments as needed.
- Periodically flush distribution system using scour and outlet valves.
- Conduct preventive and routine maintenance on facilities and equipment.
- Periodically assess efficiency of system components (e.g., pumps and valves).
- Conduct frequent system and security inspections.
- Update scheme maps when a significant change to the distribution system has been made.
- Make all process control/system integrity decisions necessary to maintain the quality and quantity of water delivered to customers.
- Attend training to meet TI's primacy agency's continuing education requirements.
- Create and follow standard operating procedures (SOPs).

2. Regulatory Compliance

Comply with all relevant regulations to protect TI and your irrigator customer.

General Responsibilities:

- Develop and maintain a sampling plan, designed to protect the system, that covers all monitoring requirements.
- Collect or oversee collection of samples.
- Conduct routine inspections of dams or surface water sources and watersheds to identify potential sources of contamination.
- Address any problems quickly and ensure that all required follow-up steps are taken (e.g., additional sampling, public notification, or other compliance inspection).
- File all required reports and maintain records.

- Resolve any compliance problems, in consultation with regulators, and gather information on upcoming regulations. Increase awareness of tools, reference materials, and other state and federal resources.

3. Communication

Maintain a positive relationship with irrigation customers, regulators, and the system decision makers and keep them informed of your efforts to provide high reliable irrigation water.

General Responsibilities:

- Report analytical results to regulators as required.
- Participate in the development and delivery of Reports.
- Maintain, respond to, resolve, and keep a record of customer complaints.
- Communicate with the hub leader, manager, or board about technical and financial needs of your scheme (this includes training for recertification). Records should also be kept of any communication with decision makers.
- Inform the hub leader or manager of the results of technical improvements and their impact on the scheme.
- Inform the hub leader, manager, or board of any key findings from routine inspections and scheduled maintenance. Provide input for planning and preparing for equipment replacement.
- Develop and maintain a plan for monitoring system process controls and meet all related goals, in consultation with the scheme hub leader, manager, or board.

4. Scheme Security

Protect your scheme against natural disasters and vandalism.

General Responsibilities:

- Develop a plan to protect your facilities in case of an emergency, including updating your policies and procedures manual with security-related information.
- Inspect critical facilities and components, including door locks and fencing, as part of daily inspections.
- Store chemicals in locked areas with proper safety equipment.
- Maintain a list of written contacts for use in an emergency and make sure you know whom to contact in the event of an emergency.
- Exercise valves on a routine basis and make sure there are enough valves, in appropriate locations, to isolate parts of the system in the event of contamination.
- Attend security-related training if it is available.
- Educate other staff on emergency procedures and keep contact information up to date.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with TI's Delegations of Authority. This is a 5 role. The role works with a high level of independence, receiving only general direction and leadership support as required on a day-to-day basis. Guidance and advice are available from the Team Leader and General Manager Operations & Assets as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with TI policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	Team Leader (Region Specific)
Direct Reports:	Nil
Key Internal Relationships:	• Other Scheme Operators • Team Leaders • General Manager Water Delivery • Engineers and Project Managers • TI Asset & Maintenance Managers • TI environment staff • TI finance, commercial and administration staff
External Relationships:	• Irrigators • Contractors and service providers • Regulatory agencies.
Leadership Teams:	Nil

Knowledge, Experience & Qualifications

Required:

- Hold a current manual drivers' licence

Desired:

- Certificate 3 or Certificate 4 in Water Operations
- Relevant qualifications such as working in confined spaces, working at heights.
- Experience in conducting environmental monitoring and management activities

Respectful and Safe Workplace

Employees are expected to contribute to a workplace culture that is safe, respectful, and inclusive. This involves modelling behaviours that reflect TI's values, complying with and promoting safety procedures, and taking shared responsibility for identifying and managing risks to health, safety, and wellbeing, including psychosocial hazards. Employees are to encourage open communication, treat mistakes and near misses as opportunities for improvement, and support mental health and wellbeing initiatives.

Equally, employees must foster a respectful environment by demonstrating professional conduct, valuing diversity of thought, and ensuring interactions are free from bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation, or occupational violence. All employees are required to take appropriate action to uphold TI's zero-tolerance approach to behaviours that compromise a safe and respectful workplace.

In accordance with its Recruitment Policy, Tasmanian Irrigation is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such,

applications for this role should address the Key Selection Criteria below in order to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Demonstrated experience in the maintenance of infrastructure associated with irrigation
2. Very good oral communication skills suitable for working with farmers and service providers
3. Proficiency in the use of computer and telecommunications technology
4. Ability to work independently & remotely