

## POSITION DESCRIPTION

# Scheme Operator

<b>Division</b>	<b>Operations – Water Delivery</b>
<b>Location</b>	Launceston
<b>Classification</b>	Water Award 2020 Level 4-5
<b>Employment Status</b>	Permanent, Full Time
<b>Direct Reports</b>	Nil
<b>Reports To</b>	Team Leader (Region Specific)

## ORGANISATION

Tasmanian Irrigation Pty Ltd (TI) was formed in 2008 and is a recognised economic enabler that owns, operates, designs, and develops irrigation schemes to deliver high-surety irrigation water to Tasmanian landowners.

A State-owned Company, Tasmanian Irrigation is renowned for its proven ability to reliably and cost effectively deliver irrigation water, as well as complex infrastructure projects, to enable farmers to expand, diversify and value add their agricultural businesses.

Tasmanian Irrigation plays a critical role in assisting the Tasmanian Government to achieve its target of increasing the farmgate value of the State's agricultural sector to \$10 billion a year by 2050.

## POSITION OBJECTIVE

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 DUTIES

Refer annexure.

## WORK HEALTH & SAFETY

- Be responsible for own health and safety (including mental health) and the health and safety of others.
- Actively promote workplace health and safety.

- Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements.
- Be aware of and promote fire and emergency procedures.
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.

## ORGANISATIONAL ENVIRONMENT

- Work with all employees to proactively maintain a positive, enduring culture and work environment
- Act with integrity and fairness in dealings with internal and external stakeholders
- Ensure all work carried out retains its simplicity while being of the highest standard
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results

## SELECTION CRITERIA

### **Essential:**

- Demonstrated experience in the maintenance of infrastructure associated with irrigation
- Very good oral communication skills suitable for working with farmers and service providers
- Proficiency in the use of computer and telecommunications technology
- Ability to work independently & remotely
- Hold a current manual drivers' licence

### **Desirable:**

- 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

## KEY WORKING RELATIONSHIPS

### **Internally:**

- Other Scheme Operators and other Team Leaders
- Team Leader – South
- General Manager Water Delivery
- Engineers and Project Managers
- Manager Power Stations and Electrical
- TI Asset & Maintenance Managers
- TI environment staff
- TI finance, commercial and administration staff

**Externally:**

- Irrigators
- Contractors and service providers
- Regulatory agencies.

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

This job will at times may require the incumbent to complete after hours and weekend work. The job requires daily driving at times over long distances and will often see the incumbent working remotely in all weather conditions as well as working in and around water.

This job at times may be physically demanding. The incumbent will need to have reasonable mobility and physical fitness, be capable of working at heights, within confined spaces and lifting loads up to and in excess of 10 kg, in and around water. The incumbent will be required to drive a manual vehicle and required to maintain a valid driver's licence.

## PERFORMANCE CRITERIA

- Communicates with Influence
- Cultivates Productive Working Relationships
- Shapes Strategic Thinking
- Exemplifies Personal Drive and Integrity
- Achieves Results

## APPROVAL

**Position Holder:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**CEO:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

# ANNEXURE

## Scheme Operator

### ROLES & 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.