

SAMOA WATER AUTHORITY

Position Description

Position Title:	Treatment Plant Operator (Malololelei)
Salary Grade/Rate:	Grade 5 (\$27,109 p. a) + Allowance – (\$5,200 p. a) Total compensation = \$32,309 per annum.
Responsible to:	Manager – Urban Operations
Division:	Urban Operations

Position Overview:

The Treatment Plant Operator is responsible for the satisfactory operation, monitoring and maintenance of the treatment plants to ensure there is minimal disruption to the public and ensure optimum water quality is reached.

Duties & Responsibilities:

1. Operate and monitor treatment plant according to established standard operating procedures (SOPs) and work plan, including
 - Undertaking daily bulk meter readings and calculating flow;
 - Set and adjust valves (inlet, outlet, hydrostatic)
 - Control water flow from treatment plant to ensure production requirements are met;
 - Ensure chlorination units are fully operational at all times
 - Check level of Balancing Tank to ensure water is at specified level for distribution
 - Check all tanks and filters to ensure cleanliness and flow levels
2. Maintain Treatment Plant according to established procedures and work plan, including
 - Monitoring and cleaning intakes;
 - Flushing of settling tanks;
 - Cleaning settling tank weirs;
 - Backwashing of roughing filters;
 - Cleaning roughing filter weir;
 - Scraping algae from all tanks daily;
 - Cleaning hydrostatic & meter chambers;
 - Scraping slow sand filters;
 - Cleaning Chlorination units including pump, hoses and chlorine tank.
 - Cleaning and maintaining reservoirs
3. Turn off Treatment Plant and stop water inflow when turbidity becomes too high for the Treatment plant to effectively treat.

4. Keep and update data log sheets to ensure all work of O&M done at TP is recorded and prepare report for Engineer. Also report on any fault or abnormal.
5. Ensure continuous sand washing and sand rehabilitation programs are in place to guarantee enough sand is available for Slow Sand Filters
6. Ensure the plant is kept at an acceptable state for site visits from the public, mainly consisting of donors, media and schools.
7. Resides permanently on site after hours, weekends and public holidays to ensure continuous SWA presence and security and to ensure the smooth operation of the plant
8. Submit proposals for future investment for improvements to the treatment plant operations to the Engineer
9. Monitor lawn mowing work carried out by contractors and report to Engineer for endorsement of payment;
10. Ensure the upkeep and maintenance of housing facilities provided for plant accommodation

Position Requirements:

1. Minimum qualification of a Trade Certificate of Due Completion in the fields of Plumbing or Machinery operation
2. Must have at least 5 years experience in the provision of water supply services or any other relevant field of work.
3. Must be physically and mentally fit
4. Must uphold highest level of honesty and integrity
5. Good Customer service/public relations
6. Must possess basic report writing skills
7. Must be willing to undergo necessary training in specific field;
8. Current Samoan driver's license will be an advantage.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by	_____ HRM Section	_____
Reviewed by	_____ Manager Urban	_____
Verified by	_____ Manager Corporate Management	_____
Approved	_____ Managing Director	_____