



INFORMATION PACKAGE

POSITION VACANT

WATER & SEWER PROJECTS ENGINEER

REF NO: F133.01.235

CLOSING DATE: 12PM THURSDAY 1ST NOVEMBER 2018

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BY: 12PM THURSDAY 1ST NOVEMBER 2018



Boorowa

6-8 Market St
Boorowa NSW 2586
P: (02) 6380 2000
F: (02) 6380 1299

Harden

3 East St
Harden NSW 2587
P: (02) 6386 0100
F: (02) 6380 1299

Young

189 Boorowa St
Young NSW 2594
P: (02) 6380 1200
F: (02) 6380 1299

POSITION DESCRIPTION

POSITION TITLE WATER & SEWER PROJECTS ENGINEER	
Directorate:	Infrastructure
Section:	Water & Sewer
Reports to:	Water and Sewer Systems Engineer
Conditions of Employment:	Full time / 35 hours per week / nine-day fortnight Lease Back Vehicle (optional) 3.5% Civil Liability Allowance NSW Local Government (State) Award 2017 9.5% employer superannuation contributions

PURPOSE OF THE POSITION

This position requires the project management of infrastructure facilities to ensure the completion of projects within budget, timeframe and to expectations of Council's water, sewer and storm water infrastructure. This position requires providing necessary guidance and input for the design of water and sewer infrastructure, manage the process of design procurement including engagement of contractors or service providers and review and amend design as necessary. This position is also responsible for facilitating the implementation of development assessment systems and processes and the processing of development applications and determination of engineering development within the Council.

KEY ACCOUNTABILITIES

- Manage and complete assigned minor and major capital projects within budget and delivery timeframes. Ensure all documentation relating to projects is completed and works as executed information updated on asset management systems.
- Monitor and manage the performance of contractors such as conducting site meetings and investigations and provide regular updates to supervisor on a weekly / monthly basis.
- Manage the review of project scopes, policies, procedures and investigations that are related to water and sewerage infrastructure.
- Provide technical guidance and input in design of water and sewerage infrastructure, manage the design review process and manage the engagement of contractors for design procurement of water and sewerage infrastructure.
- Provide problem solving skills and technical input to the investigation and design functions within water and sewer operations (e.g. practices and staff development).
- Contribute to the development and improvement of WH&S and risk management practices within water and sewer operations. Ensure all contractor management plans are developed, assessed and adhered to at all time.
- Lead and participate with project teams in the delivery of water and sewerage operation activities and minor and major capital projects.
- Management and preparation of contract documentation (i.e. tender processes) and technical specifications relating to operational and minor capital projects.
- Manage business risk by providing regular updates and communication for both operational and capital projects that impact any related areas within Council and the community.
- Liaise with the Sustainable Growth department in relation to development and subdivision applications for uniform and consistent outcomes.
- Assess development applications and provide conditions of consent related to water, sewer, storm water and trade waste after applying relevant legislations, specifications and standards.

- Respond to internal and external customer enquiries (front counter, telephone and written) relating to projects and development application implication in relation to water and sewer as per the Council's customer service charter.
- Plan and manage the implementation of stormwater drainage plans and projects for the maintenance and construction of stormwater drainage infrastructure.
- Liaise with Water & Sewer Systems Engineer and provide input and support in regards to asset management of water, sewer and storm water drainage and development of Capital Delivery Projects.
- Monitor expenditure budgets for projects as provided by Council to ensure that jobs are completed within budget restraints and that annual expenditure is within budget.
- Prepare quotes and budget estimates for projects and maintenance as required.
- Monitor, collect evidence and document the construction works undertaken by contractors and developers for compliance with applicable specifications and standards

KEY MANAGERIAL ACCOUNTABILITIES (if Management role)

Relieve for the Water & Sewer Systems Engineer or Section Lead during periods of absence and demonstrate leadership qualities to ensure, productivity, team morale and effectiveness is achieved through support of staff.

LIMITS OF AUTHORITY

- Act within regulations and Council policies and guidelines.
- Decisions will either be guided by practices and procedures or made in consultation with the Water & Sewer Systems Engineer.

SELECTION CRITERIA

Essential:

- Degree qualification in Engineering with 5 to 7 years' experience in managing design and review of design, design procurement, capital projects delivery and managing operations within water and sewer industry.
- Extensive knowledge and experience in the investigation, planning, design, construction and operation of infrastructure (minimum 5 years)
- Extensive experience in project and contract management utilising established system for the delivery, coordination and management of operational/capital delivery work programs within water and sewer industry (minimum of 5 years)
- Demonstrated ability to prepare contract documentation, tender specifications and the ability to monitor and manage a budget
- Well-developed analytical skills and demonstrated innovative and flexible approach to problem solve project requirements
- Direct experience and associated skills in the management of staff, consultants, contractors and both internal and external stakeholders
- Highly developed oral and written communication and interpersonal skills and a proven ability to provide clear, well-constructed written and verbal advice
- High level computer literacy and knowledge of Microsoft Office Suite, GIS, Asset Information and project databases.
- Management and Experience in Workplace Health & Safety practices and a demonstrated commitment to the principles of Equal Employment Opportunity
- Class C Drivers Licence

Desirable:

- Qualification and Training in Project Management.
- Recognised as a chartered engineer or registered engineer.
- Knowledge of Water Services Association Australia (WSAA) design and construction standards and other related legislation (including Local Government Act, Protection of Environmental Operations Act, Environmental, Planning & Workplace Health & Safety Legislations).
- Previous experience working with telemetry systems.
- Holds WorkCover Induction Certificate.

ORGANISATIONAL ACCOUNTABILITIES

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none">• Provide effective service to Council customers and the community.• Provide effective service to internal customers.• Present a positive image of council.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.
I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date:



CONDITIONS OF EMPLOYMENT

Position	Water & Sewer Projects Engineer
Ref No	F133.01.162
Grade	To be negotiated with the right applicant – plus 9.5% superannuation and 3.5% Civil Liability Allowance
Award	Local Government (State) Award 2017
Employment Status	Full Time
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of Work	35 hours per week
Pre-employment Medical	Applicants may be requested to undertake pre-employment medical assessments at Council's expense to determine that the applicant is safely able to undertake the duties of the position.
Leave entitlements	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement, which includes provision for carers leave.</p> <p>Additional 3 weeks accumulated on each anniversary of appointment.</p> <p>Other leave provisions as per Local Government (State) Award 2017.</p>



ORGANISATIONAL STRUCTURE

