

*Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do*

## POSITION DESCRIPTION

Position title:	Senior Water Services Engineer
Position Number:	193
Department and Section:	Engineering Services
Band/Level:	Local Government (State) Award : Band 3 Level 3 Grade 16
Reports to:	Water Services Manager
Direct reports:	Services Engineer, Technical Officer and Technical Assistant
Indirect reports:	Nil
Basis of Employment:	Permanent, Full time, 35 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off

## OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



## POSITION OBJECTIVE

This position contributes to the organisation by:

- Provisioning for sustainability of Council's Water and Waste Infrastructure based upon agreed and funded community Levels of Service, minimum life cycle costs & acceptable risk.
- May be requested to assist the day-to-day maintenance, supervision and running of Council's Water and Sewerage reticulation and treatment services to ensure compliance with Water Quality Guidelines, Department of Environment & Conservation Guidelines and State Legislation (DECCW, NoW, WorkCover, WH&S, etc.).
- Contribute effective and efficient service to the Moree Plains Shire Council's Water Services section and residents by maintaining compliance with WH&S requirements including SWMS, manuals, policies and procedures.
- May be requested to ensure compliance with water and sewerage legislative guidelines including the coordination and monitoring of water, sewerage, effluent reuse and bores testing.
- Main focus to contribute to delivery of capital projects across the shire area and coordinate projects developed within the annual budget process.

## ABOUT YOU

You will be a strong leader who can manage and support staff to achieve overarching departmental goals. You must also have excellent communication skills with the ability to translate complex technical information to ensure the efficient and effective delivery of essential services to the community. You will be a problem solver with the commitment to provide reliability in the quality and delivery of your work whilst working across multiple projects. You must also be able to work in a team environment and be able to follow instructions clearly and concisely.

## KEY DUTIES AND RESPONSIBILITIES

Shall include but not be limited to:

### **Management of Water and Sewer Section:**

- Provide input into the ongoing review of Council's Long-Term Financial Plan and Delivery Program/Operational Plan.
- Provide input as required into the development of Council's annual budget, with quarterly and monthly reviews, and the annual review of Council's Delivery Program and Operational Plan.
- Provide input to the annual review and updating of Council's Strategic Business Plans for Water and Sewer in Liaison with Council's Water Services Manager and Services Engineer.

- Provide input to the management of forward capital programs including scope, timing, Long Term Financial Planning, design, constructability, risk optimisation and contract documentation.
- Deliver Water & Sewer's Construction Works Program on time and to budget.
- Operate and maintain Council's water and sewer networks within budget.
- Supervision of contractors and Council's Day Labour Staff involved in Council's Water and Sewerage construction, operation and maintenance activities.
- Prepare and submit reports to Council as required and update Performance Planner report monthly.
- Exercise the delegations, statutory powers, duties and responsibilities of the position.
- Manage assigned project budgets and possibly when required water and sewer operational budgets.
- Provide leadership to staff and maintain a positive motivated working environment for the staff consistent with and meeting Council's code of conduct.
- Maintain an effective two-way communication process.
- Attend managers' meetings monthly and other meetings as required by the Water Services manager.
- Provide assistance or undertake other tasks as required by the Water Services Manager.
- Contribute to the overall management of the organisation.
- Supervision of Contractors and Council staff as assigned.

#### **Customer Service:**

- Attend promptly to enquiries from Customers, Councillors and other staff.
- Provide written quotations and construction supervision for minor and major works.
- Regularly review Council's operations and procedures and develop and update formal procedures, policies and safe work method statements to ensure Council's service obligations are met and enhanced.

#### **Management of Dealings with External Bodies:**

- Be cognisant of Council's public risk program in relation to the Section's activities.
- Ensure the implementation of sound risk practices in accordance with Council's policies.
- As relevant to the position, develop & maintain the Council's contacts with the relevant government, community and business bodies.
- Keep your supervisor aware of any external matters relevant to the operation of the work area that may impact on the administration and/or operation of the Council.
- Preparation of reports to submit to various external agencies and internal staff as required.

#### **WH&S, EEO and Environment:**

- Cooperate with Council to assist the organisation comply with the obligations under the Workplace Health & Safety Act & Regulations and the Workplace Injury Management and Workers Compensation Act 1998.

- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.
- Ensure all construction, maintenance and operations works are completed safely and that no breaches of the WHS Act occur. (e.g. Confined Space Procedures, Working at Heights).
- Manage the EEO objectives of the Council for the work area.
- Liaise with Office of Environment & Heritage (OEH) officers with respect to auditing / licences.
- Ensure all water treatment works water quality complies with relevant NH&MRC and Australian Drinking Water Guidelines, within the limits of Council's resources.
- Ensure that all Water and Sewer operations are sustainable.

## **Systems, Data, Risk and Quality Assurance Management:**

- Work with Council's Asset Management Team to facilitate effective asset management in the Water and Sewer Division.
- Provide oversight of the regular updating of water consumption data base and water and sewer customer service data base.
- Provide oversight in maintaining recording systems for Water & Sewerage
- Provide oversight of "Dial before You Dig" notifications to customers enquires.

## **Specific Knowledge Requirements:**

- Knowledge and understanding of Drinking Water Management System Guidelines
- Knowledge of Regulated Groundwater and Regulated/Unregulated Surface Water systems for the supply of drinking water to the Moree Plains Shire Council local water utility.
- Project management to deliver capital expenditure program

## ESSENTIAL CRITERIA

- Tertiary Qualification/s at Degree level in Engineering, Environmental Science, Resource or Project Management.
- Extensive experience in water/sewer or relevant areas and understanding of the role of engineering within a Local Government context.
- Ability to participate as a member of a team and work unsupervised efficiently and effectively to meet all strict deadlines.
- Demonstrated team leadership and team building skills, including mentoring, coaching and management of staff.

### **Literacy, Numeracy, and record keeping:**

- Excellent interpersonal skills, including written and verbal communication with the ability to liaise with construction and maintenance crews, community organisations and officers from government utilities.
- Excellent organisational skills, with the ability to exercise judgment in the preparation of high-quality documentation.

### **Technical Skills:**

- Ability to read, interpret, implement, and amend engineering water and sewerage plans.
- Computer skills for the operation of databases, spreadsheets, and presentation software plus word processing skills.
- Ability to interpret legislation and solve problems in relation to the position.

### **Tickets and Licences:**

- General Construction and Induction card
- Level of Licence: Current NSW Class C Driver Licence (Manual)

### **Immunisations required:**

- Ability to provide evidence of vaccination/immunisation for COVID-19, Tetanus and Hepatitis A & B and maintain currency of this throughout your period of employment.

## COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety and COVID-19 Induction modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisation including COVID-19 vaccination.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

## DESIRABLE CRITERIA

- Relevant Tertiary qualification in Management
- Experience in CAD or GIS mapping software
- Traffic Controller Ticket and Implement Traffic Control Guidance Plans Ticket
- Confined Spaces Ticket
- Working at Heights Ticket
- First Aid Certificate

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire 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. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date:

