

POSITION SUMMARY

ENGINEERING ENVIRONMENTAL OFFICER (ES544)

Directorate	Engineering Services
Section	Technical Services
Classification	Band 3, Level 2, Grade 8
Position Status	Permanent full-time
Commencing Salary Range	\$1,561.38 to \$1,640.42
Reports to	Subdivision Team Leader
Direct Reports	Nil
Work Location	Civic Centre 158 Russell Street Bathurst

Position Purpose

- Provide assistance to Council's Engineering Department with respect to provision of Review of Environmental Factors and other environmental assessments as required for municipal engineering construction projects by either Council Works Staff or Contract
- Provide input and direction into appropriate environmental controls for Council's engineering projects
- To provide an effective liaison between the Director Engineering Services, Government Departments, and the general public in relation to issues concerning the environment.

Key Responsibilities

- Preparation of reports and general correspondence that is clear, concise, and technically sound
- Provide advice to the public/ Council in relation to environmental engineering matters/ projects
- Provide Review of Environmental Factors (REF) / Environmental Assessment and investigation for engineering works and ensure REF /Environmental Assessment is prepared in accordance with the requirements of Part 5 of the Environmental Planning and Assessment Act 1979
- Proficiency in the use of computer systems, with application of advanced computer skills.
- Identify appropriate funding sources/environmental programs
- Review of environmental controls on Council engineering works projects
- Review / Investigate environmental concerns raised on Council's engineering works projects and provide appropriate direction so to ensure compliance with legislation
- Supervision of projects/ plans prepared by external consultants
- Carry out research, prepare projects briefs, contract documents and specifications in accordance with Council's policies and procedures
- Be able to identify problems and reach appropriate solutions and decisions

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- 4 year Degree in Environmental Science / Environmental Engineering or equivalent.
- A minimum of five years' experience in environmental management
- Current drivers' licence
- Sound knowledge and understanding of the Protection of the Environment Operations Act 1997, the Contaminated Land Management Act 1997 and other relevant legislation.
- Sound knowledge of Ecologically Sustainable Development principles
- Highly developed interpersonal skills and the ability to liaise with government departments, public
- Highly developed communication skills, both oral and written
- Demonstrated experience in research and report writing.

Desirable

- Previous experience in local government.
- Knowledge of municipal engineering, town planning and building matters.

Immunisations (willingness to undergo)

- Nil

Expected Organisational Standards

- Follow defined WHS procedures.
- Provide service to customers.
- Work effectively in the local government context.
- Work with others in local government.
- Communicate in the Workplace.
- Follow defined risk management policies and procedures.
- Follow defined ethical guidelines from Council, including Code of Conduct.
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week with rostered day off every 3 weeks
- Hours of work are 8.30am to 4.45pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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