

Position Description

Position Summary

Position Title:	Project and Operations Engineer - Water and Wastewater
Position Status:	Permanent, full time
Reports to:	Treatment Plants and Capital Works Engineer – Water and Wastewater
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina; and any of Council's treatment plants at Ballina, Lennox Head, Alstonville, Wardell or Marom Creek
Classification:	Grade 16
Additional:	Requirement to vary places of employment between administration building and treatment plants

Position Objective

- To coordinate, monitor, and improve the efficiencies of Council's five treatment plants and provide timely high-level technical planning, advice and trouble-shooting regarding process control.
- To support development and delivery of an efficient capital works program that addresses asset augmentation, renewal and improvement requirements while meeting budget, timing and quality obligations.
- To provide a high level of customer service to Council's internal and external clients on capital works, recycled water, drinking water and wastewater engineering related matters.

Organisational Relationships

Within Division:	Director Civil Services Manager Water and Wastewater Water and Wastewater Engineers Team Leader Water and Wastewater Water and Wastewater staff	Supervisor Treatment Plant Supervisor Construction Supervisor Water Supervisor Wastewater
Within Council:	General Manager	All Council employees
External to Council:	Members of the public	Local businesses

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.
- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Provide safe and reliable drinking water, recycled water and sewage management services to the Ballina Shire community.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.

Water and Wastewater Treatment Plants

- Coordinate and monitor recycled water, drinking water and wastewater treatment plant processes to achieve Council's operational and maintenance requirements.
- Review and improve treatment plant operations and maintenance activities through a process of monitoring, benchmarking, and developing and implementing improvements.
- Promptly respond to and manage identified problems and/or non-conformance issues.
- Deliver parts of the minor capital works program on time and to budget.
- Develop and maintain CCP procedures.
- Carry out other functions and responsibilities as directed.

Planning and Monitoring of Drinking Water, Recycled Water and Wastewater Infrastructure Programs

- Support the planning, development and delivery of Council's drinking water, recycled water and wastewater infrastructure program.
- Undertake drinking water, recycled water and wastewater asset management planning to facilitate the timely provision of infrastructure associated with upgrade programs.
- Support drinking water, recycled water and wastewater planning and policy formation for the timely provision of infrastructure associated with the shire's growth.
- Promptly respond to and manage identified problems and/or non-compliance issues.
- Carry out other functions and responsibilities as directed.

Staff / Contract Supervision

- Work together with other water and wastewater staff, particularly the other Water and Wastewater Engineers and Treatment Plant Supervisor to coordinate operations objectives, resources, budgets and outcomes.
- Set and manage operational expectations with team members, contractors and stakeholders, and delegate tasks and responsibilities to appropriate personnel.
- Manage contractors to ensure compliance with project and program requirements, and provide leadership on technical and contractual issues.
- Coach, mentor, motivate and supervise team members and contractors to ensure positive actions, focus and accountability.
- Identify and resolve issues of operational conflict with the operations team and stakeholders.

Written Communication

- Identify, prepare, review and implement procedures and documentation for maintenance and operational requirements.
- Ensure data is accurately recorded and maintained, and interpret data from routine and non-routine sampling and monitoring.
- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant bodies on issues related to this position.

- Prepare material for use by the public that clearly and succinctly explains Council's programs, projects and policies, and addresses stakeholder issues.
- Ensure work as executed is appropriately recorded and records are maintained in an accurate, useable and timely way.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.

Financial Management

- Prepare and monitor budgets and provide updates and recommendations for amendments.
- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management in a clear and concise manner according to Council requirements.
- Incorporate strong financial management within the planning, development, delivery and ongoing review of Council's drinking water, recycled water and wastewater infrastructure programs.
- Provide estimates on costs and resources to achieve project and program goals.
- Prepare and monitor budgets and provide updates and recommendations for amendments.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.
- Prepare job packages to allow field staff to undertake project work in a safe manner.
- Liaise with Council's People and Culture section prior to commencement of medium to high risk projects to ensure all documentation and procedures are in place.
- Assist in the development of practical WHS documentation and procedures.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Degree qualifications in an engineering or related discipline, together with sound professional experience in project management or operations working in the recycled water, drinking water and wastewater field.
- Proven understanding of recycled water, drinking water and wastewater treatment processes.
- Demonstrated experience in maintenance and asset management systems and processes and data capture.
- Demonstrated experience in the development, implementation, control and reporting of project feasibility, scope, cost, time, resources, and risks; particularly on multiple complex infrastructure projects.
- Demonstrated procurement experience including procurement planning, contract development, and negotiating and managing consultants, contractors and other service providers.
- Demonstrated ability to identify, develop and implement process or system improvements resulting in better project or organisational outcomes or efficiencies.
- Demonstrated practical and conciliatory approach to problem solving, ability to break down and analyse complex issues, and a results orientated can-do attitude.
- Demonstrated high-level communication skills, both oral and written, including the ability to negotiate and consult on complex matters and provide technical leadership, advice and services.
- Demonstrated experience in budget management and program management.
- Current immunisation against Hepatitis A and Hepatitis B viruses or willingness to participate in an immunisation program.
- Current class C driver licence and demonstrated good and safe driving record.
- A thorough knowledge and understanding of the principles and practices of risk and environmental management, equal opportunity and work health and safety and an ability and commitment to apply them to works practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Proven experience in SCADA, telemetry and programming as it relates to operation of recycled water, drinking water and wastewater treatment plants and reticulation systems.
- Demonstrated experience operating membrane treatment plants.
- Demonstrated experience operating treatment plants and reticulation systems to meet stringent ADWG, AGWR and regulatory requirements for drinking and recycled water supplies.
- Additional qualifications specific to recycled water, drinking water and wastewater treatment processes.
- Postgraduate qualifications in: project management; water or wastewater; maintenance or asset management; business or local government qualifications.
- Work Safely in the Construction Industry Induction ticket (white card) or equivalent.
- Commitment to continuing professional development.

Information Package

Project and Operations Engineer Water and Wastewater

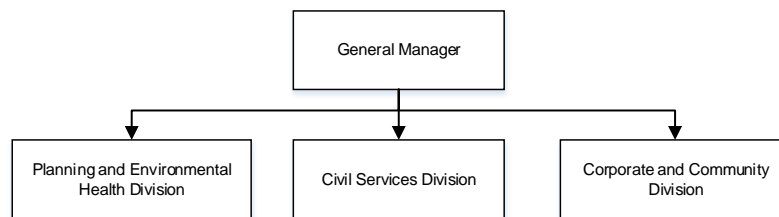
APPLICATIONS CLOSE: Friday, 2 October 2020

Position Overview

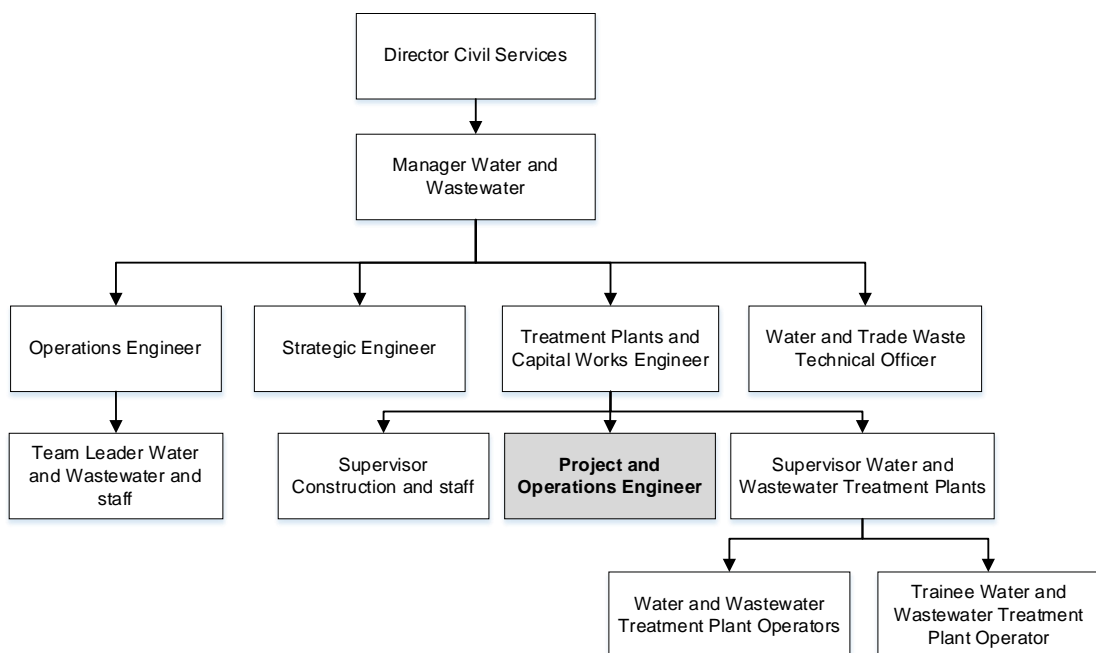
Council's Water and Wastewater section is seeking an experienced and qualified engineer to coordinate, monitor, and improve the efficiencies of Council's five treatment plants and provide timely high-level technical planning, advice and trouble-shooting regarding process control. The position will also provide a high level of support in the development and delivery of an efficient capital works program that addresses asset augmentation, renewal and improvement requirements while meeting budget, timing and quality obligations.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Project and Operations Engineer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Blood test to check immunisation status against Hepatitis A and B. Please note that if pathology results identify non-immunity, it is a requirement of this position that the successful candidate participate in an immunisation program.
- Qualification verification check.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award 2020. The position of Project and Operations Engineer provides an annual salary range of \$84,700 to \$97,200 dependent on skills, experience and qualifications (plus superannuation and relevant allowances).

This position will work under a 19 day four week working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

A leaseback vehicle for work and private use is also available in accordance with Council's Light Motor Vehicle procedure.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Project and Operations Engineer are listed in the position description. Applications that do not address these criteria will not be considered. In addition, Council's Application Form will need to be completed and the following details provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

<https://ballina.nsw.gov.au/careers--88>

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Project and Operations Engineer is as follows:

Closing date: Friday, 2 October 2020

Interview date: Week commencing 19 October 2020

Candidates notified of outcome: Week commencing 26 October 2020

For further information on this recruitment process, please contact Council's People and Culture section on 02 6686 1443.