

# Position Description

Position Details			
<b>Position title</b>	Liquid Trade Waste Officer	<b>Position number</b>	PD500
<b>Group</b>	Assets and Operations	<b>Previous position numbers</b>	WW081 / PD399
<b>Section</b>	Water & Sewerage Services	<b>Reports to</b>	Water Resources Coordinator
<b>Area</b>	Water Resources	<b>Evaluated / approved by</b>	Ian Macfarlane
<b>Team</b>	N/A	<b>Version number</b>	March 2024
<b>Position level code</b>	6 Line Staff		
<b>Position statement</b>	Implement BVSC's Liquid Trade Waste procedure and the management of LTW discharges to sewer in accordance with the NSW LTW Management Guidelines 2021		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Liquid Trade Waste (LTW) management and administration	<ul style="list-style-type: none"> <li>Implement and update BVSC's LTW Procedure, based on the NSW LTW Management Guidelines 2021 (the Guidelines)</li> <li>Assess LTW Applications and issue LTW Approvals in accordance with the Guidelines</li> <li>Categorise LTW Dischargers in accordance with the Guidelines and recommend appropriate sewer and LTW discharge factors</li> <li>Develop and maintain a LTW Register which integrates with BVSC's enterprise management system (Authority)</li> <li>Ensure LTW Applications, Approvals, Inspection Report, plans, as-constructed field information and relevant correspondence is filed appropriately within BVSC's record management system (Content Manager)</li> <li>Work closely with BVSC Certification and Compliance and BVSC Planning and Development Services departments to ensure procedures and workflows are in place for new and changes-of-use businesses in relation to LTW management</li> <li>Work closely with BVSC Water Billing to ensure LTW charges are levied and billed correctly</li> <li>Assist with annual reviews and updates of BVSC Revenue Policy and Fees and Charges as they relate to LTW charging</li> <li>Prepare reports and other correspondence as required</li> <li>Prepare operating procedures as required</li> </ul>	<ul style="list-style-type: none"> <li>The Guidelines and BVSC's LTW Procedure are followed</li> <li>All LTW dischargers that require LTW Approval have a current LTW Approval</li> <li>All lapsed LTW Approvals are assessed, updated and renewed where a current LTW Approval is required</li> <li>The LTW Register is up-to-date and integrated with customer and revenue data for LTW Approvals, billing and reporting</li> <li>All information is managed through the NSW Planning Portal and BVSC record management system</li> <li>All LTW charges are levied and billed correctly</li> <li>Reports are prepared within the required timeframes and are accurate</li> </ul>

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LTW inspections, customer and community relations	<ul style="list-style-type: none"> <li>Undertake inspections and collect information required for approving LTW discharges to sewer and for assessing compliance with LTW Approval conditions</li> <li>Actively communicate with business operators and property owners to ensure pre-treatment equipment is appropriately installed and maintained</li> <li>Assist new business operators and property owners to apply to discharge LTW to sewer</li> <li>Determine sewer and LTW discharge factors with business operators and property owners</li> <li>Participate in community consultation related to LTW management</li> <li>Respond to enquiries from community, customers, and developers</li> </ul>	<ul style="list-style-type: none"> <li>Category 2 food discharger premises are inspected at least once per year</li> <li>All other category dischargers are inspected in accordance with the Guidelines and BVSC's LTW procedure</li> <li>Customers are dealt with in a courteous and professional manner and are responded to within appropriate timeframes</li> <li>Information provided to customers is accurate and up to date</li> </ul>
Backflow prevention	<ul style="list-style-type: none"> <li>Provide a backflow prevention service that conforms to the requirements of the legislation</li> </ul>	<ul style="list-style-type: none"> <li>Backflow prevention register is maintained for relevant LTW installations in accordance with the Plumbing and Drainage Act 2011 &amp; Plumbing and Drainage Regulation 2017 and BVSC policy and procedures</li> </ul>
Sewerage system knowledge	<ul style="list-style-type: none"> <li>Develop and maintain a working knowledge of BVSC sewerage systems</li> <li>Investigate suspected LTW issues reported in the sewer network or sewage treatment plant</li> <li>Provide advice and liaise with internal and external stakeholders as necessary about plumbing and drainage and LTW management</li> </ul>	<ul style="list-style-type: none"> <li>Timely implementation of actions and advice to internal and external stakeholders</li> </ul>
Regulator engagement	<ul style="list-style-type: none"> <li>Engage with the NSW government regulator for LTW management</li> </ul>	<ul style="list-style-type: none"> <li>Concurrence procedures are followed and reporting requirements are met in accordance with the Guidelines</li> </ul>
Innovation and adaptability	<ul style="list-style-type: none"> <li>Be willing to suggest and adopt new initiatives.</li> <li>Adapt to change in the workplace</li> <li>Identify and use contemporary technology and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Promote and adopt new initiatives, changes, technology, and equipment</li> </ul>

## General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

## Our Values Commitment: PLaCE

### We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can-do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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## Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives, and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours
- Demonstrated knowledge of sewerage systems, liquid trade waste management, plumbing and drainage
- Demonstrated ability to work in a team, to work in a self-directed manner, and to plan and prioritise work
- Working knowledge of computer software applications including Microsoft (MS) Word, MS Outlook, MS Excel, Content Manager and Authority
- Ability to use survey and inspection Apps on a mobile tablet and phone.
- Strong written and verbal communication skills and capacity to build relationships with customers and colleagues.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as specialist training or work experience

### Selection criteria – qualifications and licences

- Certificate IV Water Operations (Liquid Trade Waste) or equivalent qualification suitable for the role or a willingness and ability to complete such training;
- Confined Spaces Entry Certificate
- Current NSW Class C Drivers Licence

## Conditions of Employment

<b>Status</b>	Permanent full time		<b>Hours per weeks</b>	35
<b>Award classification</b>	Band: 3	Level: 1	<b>Award</b>	Local Government (State) Award 2023
<b>BVSC grade</b>	9			
<b>Pattern of work</b>	Variable			
<b>Special requirements</b>	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Occasional early start times for inspections of business grease trap pump-outs and other LTW inspections by arrangement with business owners			

## Delegations

<b>Staff</b>	Number of direct report positions: 0	Staff span of control: 0
<b>Budgetary</b>	\$Nil	
<b>Purchasing</b>	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$1,000	
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	Access to Zingel Place Building, Gipps Street offices and STPs; 24 hours per day, 7 Days per week.	

## Benefits

<b>Motor vehicle</b>	Benefit Related Vehicle (leaseback)		
<b>Information technology</b>	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input checked="" type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		
<b>Telecommunications</b>	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a>		

## Benefits

### Workwear

☒ Corporate uniform

☒ Outdoor uniform

☐ Not applicable

☒ Personal Protective Equipment: As required

## Model Job Demands Checklist

Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team or by email to [workplacewellbeing@begavalley.nsw.gov.au](mailto:workplacewellbeing@begavalley.nsw.gov.au).

**Job title:** Liquid Trade Waste Officer

**PD Number(s)** PD399a

**Completed by** Name: Mark Irvin

Date: 13/04/2022

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	Issued with a Mobile phone for communication and tablet to complete electronic forms.
Sitting at desk	Yes	Incumbent required to undertake various administrative duties.
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	Working in the field
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	Sewage and Water samples, monitoring equipment, other equipment
Moderate Lifting/Carrying (10-15kg)	Yes	Sewage and Water samples, manholes, grease trap lids, other equipment
Heavy Lifting/Carrying (16kg and above)	Yes	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>  Sewage and Water samples, manholes, grease trap lids, other equipment
Climbing	Yes	Stairs, ladders, embankments.
Bending	Yes	When working on infrastructure that is below ground level
Kneeling/Squatting	Yes	When working on infrastructure that is at ground level
Reaching	Yes	There will be times where work is above shoulder height or with arms extended
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Loading and unloading a vehicle.
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	Opening and closing sample bottles and jars, using syringes and filters.

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	There will be times where you will be working alone.
Walking <i>including distance eg job sites</i>	Yes	Conducting inspections and walking to monitoring locations.
Walking/running up and down steep slopes	Yes	Steep embankments, accessing waterways through bush.
Walking whilst pushing/pulling object	No	
Works outdoors <i>majority of work is outdoors</i>	Yes	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>  Role involves outdoor field work.
Works in a customer service environment	Yes	Role involves liaison with business owners, property owners and regulators.
Confined spaces <i>if yes this must also form part of position description</i>	Yes	Entering manholes, sewage pump station wet wells, valve pits.
Requirement to wear personal protective equipment (ppe)	Yes	As per Councils procedures and policies - may include hard hat, long-length clothing, broad brim hat, earmuffs, goggles, dust mask, gloves, steel cap boots.
Working at heights <i>if yes this must also form part of position description</i>	Yes	Climbing ladders and stairs. Working above open wet wells.
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Yes	Fuels, STP and WTP chemicals, calibration chemicals, lab chemicals.
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Yes	Raw sewage, grease, fat, food scraps
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Yes	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminants"</i>  Vapour and odour from grease traps, sewage pump stations, manholes and business pre-treatment equipment
Exposure to sunlight <i>work related exposure to UV radiation for more</i>	Yes	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>

than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm		Role involves outdoor field work.
Exposure to some infectious diseases	Yes	<i>Please see Immunisation Procedure (including matrix) for clarification</i>  Hepatitis A and B.
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	Business inspections, water quality monitoring, field work, meetings, workshops.
Plant/Equipment and or vehicle operation	Yes	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
		Driving a motor vehicle.
Cyclic Workload		Notes
Peaks and Troughs	Yes	WaSS work is planned and can also be very reactive in an emergency situation.
Frequent overtime	Minimal Likelihood	There may be times where you will need to inspect grease trap pump-outs after hours or to assist with/perform other activities after hours.
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	Liquid trade waste and water resources service delivery can be rewarding and demanding.
Tasks involving interacting with distressed people	Yes	There will be times where you will have to meet with difficult, unhappy and/or emotional property owners, business owners and shop staff. .

### ***Privacy Disclaimer***

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore we will only request such information for reasons relating to Workplace Health and Safety. Additionally, Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.