

# Position Description

## Water & Sewer Engineer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** May 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 – Entry to Step 4 (Plus Civil Liability Allowance)
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Water Cycle
Team:	Water and Sewer
Work base:	South Grafton (Rushforth Road Works Depot), however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Manager Water Cycle
Level of support and supervision:	High level of independence with routine reporting function to Manager Water Cycle
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Responsible for Water and Sewer operational staff
Internal contacts:	All staff within Council
External contacts:	General public, government authorities, private organisations, consultants and contractors

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

**Physical requirements of the position**

Frequent use of computer keyboard

Frequent driving between job sites

Prolonged sitting

**Purpose of the position**

To provide day to day management of Water Cycle water and sewer operations for delivery of high quality services, ensuring effective and efficient methodology, quality standards, procedures and documentation to satisfy user requirements.

To undertake research and assist in the formulation of policy and strategic planning for the Water Cycle Section.

To ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to the Civil Liabilities Act, and other such Legislation and regulations as may be applicable.

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies

To provide timely, accurate and succinct information on water and sewer operations

**Major duties and responsibilities**

Manage and control water cycle sewer and water operations and day labour construction, ensuring work practices and techniques result in both a safe workplace and a high standard of work

Ensure Water Cycle sewer and water operations meet all statutory and legislative obligations

Formulate, develop and implement policies and procedures related to Water Cycle sewer and water operations, including liquid trade waste

Manage Water Cycle sewer and water operational and technical staff to provide a customer service focus

Ensure sewer and water components of developer provided assets meet Council's standards

Implement sewer and water Asset Management Plans to sustain operational reliability and safety

Manage the water cycle sewer and water operations and maintenance budget

Investigate complaints, enquiries and suggestions regarding water supply and sewerage issues and liaise and negotiate with public and external authorities as required

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Appropriate tertiary qualifications; **or** equivalent relevant industry experience

**Licences/tickets, clearances, membership**

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

**Experience**

Demonstrated relevant depth of experience in sewer and water operations

Demonstrated experience in financial management of engineering activities

**Position related skills**

General computer literacy in email and internet programs and basic proficiency in Microsoft Word and Excel

Demonstrated well developed communication skills (written, verbal and interpersonal)

Demonstrated well developed negotiation/mediation skills

Demonstrated ability to lead and motivate staff

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Education and knowledge**

Post graduate qualifications in relevant field of study

**Licences/tickets, clearances, membership**

Eligible for membership of professional body (AWA, Engineers Australia, IPWEA)

**Experience**

Broad experience in water and wastewater applications

Experience in using GIS software

Experience in implementing Maintenance Management Software

**Other features of this position may include**

To be available outside normal working hours

**Other features of this position may include**

To attend community meetings as required

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**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....

*Employee*

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