

Position Description

Senior Engineering Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 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 2 Level 3
Position limit within salary system: (20 Grade structure)	Grade 11 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Works and Civil
Section:	Water Cycle
Team:	N/A
Work base:	Maclean, Townsend Depot, however this may change should business needs identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Water and Sewer Engineer
Level of support and supervision:	High level of independence with routine reporting function to Water and Sewer Engineer
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	No staff report directly to position
Internal contacts:	All staff within Council
External contacts:	General public, government authorities, private organisations, consultants and contractors

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' 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 driving between job sites

Capable of working in difficult terrain and up and down slopes

Walking for long periods

Manual handling (up to 20kg)

Frequent use of computer keyboard

Purpose of the position

To undertake survey, design, documentation, administration and project management for Council's water and sewerage programs, predominantly in the Eastern Region.

To support the daily operation of Council's Eastern Region Water Supply and Sewerage Schemes, by working closely with the Eastern Region Operations Team under direction from the Water and Sewer Engineer

To undertake hydraulic modelling of Council's water supply systems

Major duties and responsibilities

Undertake survey, design, documentation, administration and project management of water and sewer infrastructure upgrading, relocations and extensions with minimal supervision, including preparing Works as Executed plans, updating asset database and reticulation plans in CVC's GIS asset mapping system.

Investigation and procurement for repair and/or replacement of deteriorated sewers

Support Sewer and Water Engineer including investigation of complaints, enquiries and suggestions and compiling reports as required

Manage sewer and water construction and service contracts including development of technical specifications and contract documents, calling of Tenders and contract management to ensure delivery of contract outcomes

Provide design review comments on developer submitted sewer and water plans

Undertake inspection of developer constructed sewer and water assets

Liaise and negotiate with public and external groups or authorities regarding water supply and sewerage issues

Undertake hydraulic modelling of Council's water supply system

Maintain and update the sewer and water asset database, including updating of Council's GIS mapping system

Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.

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

Associate Degree in Engineering or equivalent 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 experience in the water and wastewater industry

Demonstrated experience in construction and design

Demonstrated experience in hydraulic modelling of pipeline systems and networks

Position related skills

Well developed computer literacy including proficiency in Microsoft Word and email and internet programs

Well developed written and verbal communication skills, including mediation/negotiation

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

Additional qualifications in relevant field of study such as construction, contract administration or project management

CAD design and drafting experience

Licences/tickets, clearances, membership

Confined Space Accreditation

First aid certificate

Experience

Experience in water and wastewater applications including pumps and pump stations

Experience in use of GIS software

Position related skills

Knowledge of telemetry systems

Other features of this position may include

Emergency after hours call outs may be required

Generic performance requirements

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

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

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

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.

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
