

# Position Description

## Water Quality Officer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** March 2018

### 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 2
Position limit within salary system: (20 Grade structure)	Grade 12 – 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:	Grafton
Position responsible to:	Water Cycle Project Coordinator
Level of support and supervision:	High level of independence with routine reporting function to Coordinator
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, Local Emergency Management Committee

## 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

Walking on uneven ground

Climbing steps and ladders

### Purpose of the position

To implement and review Council's Drinking Water Quality Management System and Recycled Water Management Systems

To provide specialist knowledge in the fields of chemistry, microbiology and quality systems as they relate to Council's drinking and recycled water supply systems

### Major duties and responsibilities

Implement and regularly review Council's Drinking Water Quality Management System and Recycled Water Management Systems in accordance with legislative requirements

Submit revisions of Council's Drinking Water Management System to State Government regulators annually

Liaise with State Government Regulators, providing verbal and written responses to enquires regarding water and recycled water enquiries

Review water quality performance indicators, including coordinating response to any potential drinking water quality incidents

Provide specialist knowledge to Council staff in the fields of chemistry, microbiology and quality systems as they relate to Council's drinking and recycled water supply systems

Administer drinking and recycled water quality monitoring programs, including ensuring testing and calibration of associated on-line instrumentation

Review and analyse water and recycled water quality monitoring data, including identifying any emerging quality issues.

Undertake awareness training for Council staff in relation to the Drinking Water Quality Management System and relevant procedures

Negotiate with landholders and the community in relation to complex water and recycled water quality issues

Investigate and respond to complaints, enquiries and suggestions regarding water and recycled water quality

### 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**

Degree in a science, engineering, environmental/public health or a related area with emphasis on disciplines such as chemistry, microbiology and biochemistry; **or** equivalent relevant industry experience

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

#### **Experience**

Demonstrated experience in recognizing, investigating and problem solving issues of a scientific nature, preferably with experience in public health and or the water quality industry

Demonstrated experience in developing and/or implementing risk management and quality assurance programs

#### **Position related skills**

Demonstrated well developed analytical, problem solving and investigative skills

Well developed computer literacy in email, internet, Microsoft Word and Excel

Demonstrated experience in effective negotiation and consultation

#### **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**

Demonstrated knowledge of legislation and guidelines related to drinking and/or recycled water

Post graduate qualifications in risk management

#### **Licences/tickets, clearances, membership**

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

#### **Experience**

Demonstrated experience in the water industry and/or knowledge of drinking water and/or recycled water management practices

#### **Position related skills**

Experience in the use of a computerised maintenance management system and/or water modelling systems

**Other features of this position may include**

The position may require call-back and weekend work to manage drinking water quality incidents

**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*