

POSITION DESCRIPTION

Position Title:	Water & Sewer Asset Planning Engineer	Position Code:	WAPE
Division:	Infrastructure	Grade:	I
Location:	Dubbo/Wellington	Hours/Week:	35
Reports to:	Manager Water Supply and Sewerage		
No. Direct Reports:	1	No. Indirect Reports	

Primary Purpose of Position

To develop and ensure adherence to the capital works, asset maintenance and refurbishment plans for Water Supply & Sewerage Branch as projected in the Strategic Business Plan. Maintain and undertake water & sewerage hydraulic modeling and maintain water & sewer branch asset management data base.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Asset Management Services	<ul style="list-style-type: none"> Record assets in current asset register Manage procurement of new assets Manage risk and insurances Undertake Strategic Planning for Asset Management to determine Service Levels, ensure effective service delivery and provide the most efficient Life Cycle Cost for the required asset benefit Undertake Risk Management as part of fulfilling Asset Management responsibilities Monitor Condition of Assets under responsibility and oversee or contribute to the maintenance of an accurate Asset Management Data Base Replace assets or develop new assets in accordance with Asset Management plan and procedures
Team/People Management	<ul style="list-style-type: none"> Supervise your team and their duties ensuring that Individual accountabilities and performance are monitored and achieved. In conjunction with HR policies, make recommendations to the Manager on appointments, promotions and terminations of staff under your control. Ensure that the organisation's policies and procedures are fully understood and adhered to by your team. Ensure appropriate communication to your team to ensure awareness of relevant key issues Foster good team work and high staff morale within the team.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Assist Manager Water Supply and Sewerage in providing branch input and implementing the following strategic plans & documents;

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Management Plan • Business Plan • Agreed brief • Branch Budget • Provide input into corporate plans, reports, programs, and policies as required. • Assist with the development, updating and implementation of Asset Management Plans and strategies for water and sewer assets to ensure they are managed effectively throughout their life cycle. • Develop, with contractor/consultant support where required, and assist with the implementation of best-practice management documents including Integrated Water Cycle Management Plan, Strategic Business Plan, and Drought Management Plan. • Assist with the development of Council's Developer Servicing Plans for water and sewer infrastructure.
Leadership	<ul style="list-style-type: none"> • Represent the branch in a professional and ethical manner • Lead and motivate staff in the delivery of efficient and effective treatment and supply water and sewerage services • Provide the communication link from the Manager to your members of staff.
Procurement Maintenance and Refurbishment plans	<ul style="list-style-type: none"> • Develop, update and report on procurement maintenance and refurbishment plans
Contract and Project Management	<ul style="list-style-type: none"> • Develop contract management framework • Ensure Technical specifications readily available to water supply and sewerage staff.
Modelling	<ul style="list-style-type: none"> • Conduct water and sewer modelling • Maintain computer modelling with up to date data • Produce fire certificates, reports for planning and use of modelling operational matters.
Risk Management	<ul style="list-style-type: none"> • Conduct risk management and disaster modelling • Update Business Continuity Plans • Ensure updates Business Continuity Plan available on Councilpedia Knowledge Base

Inherent Requirements of the Position

- Class C Drivers Licence
- Pre Employment Health Check
- General Construction Induction card
- Testing and inoculation against sewerage industry diseases available

- A large majority of this role is office based, using computers/electronic systems, thus inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- This position is also required to work outside, in public and non-public areas as part of this role, thus reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear Dubbo Regional Council issued Personal Protective Equipment, in accordance with Council's policy, when working outside.
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times.

Selection Criteria

Essential

1. Degree qualifications in Engineering or Asset Management related discipline
2. Experience with computer hydraulic modelling of water and sewerage systems or similar utilities
3. A good working knowledge and understanding of asset management principles and practices, or description as to how your experience will translate to asset management principles
4. Current Australian C class licence
5. Relevant Experience in Infrastructure planning functions including engineering investigations and planning report preparation
6. High level of computer literacy and personal computer application experience, including a knowledge of the workings of an Asset Information System
7. Demonstrated strategic planning capabilities with experience in project management and supervision of construction projects

Desirable

8. Experience with the development of capital work programs and project prioritisation.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures

	<ul style="list-style-type: none"> • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: