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| **POSITION TITLE:** | Environmental Health Officer | **DIRECTORATE:** | Planning & Environment |
| **REPORTS TO:** | Coordinator Environmental & Regulatory Services | | |
| **CLASSIFICATION:** | Grade 9  DSC Salary system | **BASIS OF EMPLOYMENT:** | Permanent Full Time |
| **AWARD:** | Local Government (State) Award | **LOCATION:** | Dungog Shire Council Administration building |

**POSITION OBJECTIVE**

To undertake programmed inspections and investigations of, and develop and implement management plans, policies and programs for the relevant functional areas, including but not limited to on-site sewage management, swimming pools, protection of the environment, public health, and food safety.

To ensure application of relevant areas of legislation, including but not limited to the *Local Government Act*, *Protection of the Environment Operations Act*, *Swimming Pools Act*, *Public Health Act*, *Food Act*, and any other relevant legislation.

**KEY DUTIES AND RESPONSIBILITIES**

**Duties are based primarily on the day-to-day operations of Council’s Planning & Environment Department and will include but are not limited to:**

**Management**

* Formulate a work program in consultation with the Coordinator Environmental & Regulatory Services in the allotted areas of accountability/responsibility, which integrates with the Council’s Delivery and Operational Plans.
* Control expenditure within areas of accountability/responsibility and provide regular feedback to the Coordinator Environmental & Regulatory Services.
* Regularly report to the Coordinator Environmental & Regulatory Services on the comparison of the approved work program, results achieved, and whether performance measures are being met.
* Respond to complaints after normal business hours as required.

**On-Site Sewage Management Program**

* Carry out inspections and audit of systems regarding Council’s On-Site Sewage Management Strategy and relevant standards, including the Development Assessment Framework and Technical Guideline.
* Maintain inspection program, taking into account risk categories, time constraints and cost effectiveness.
* Negotiate and facilitate upgrading and repairs to systems where necessary.
* Provide advice to property owners on design, use and maintenance of On-site Sewage Management Systems (OSSM).
* Assess applications for the installation of new OSSM.
* Attend to complaints relating to OSSM.
* Maintain a database of all Council approvals and inspections of OSSM.
* Act as Council’s representative on the Hunter Septic Tank Advisory Group (STAG).

**Monitor food safety and premises in relation to public health**

* Maintain a database of all Council approvals and inspections.
* Implement Council’s food surveillance program, suggesting improvements as necessary.
* Implement Council’s program for the surveillance of regulated commercial premises, including: hairdressing and beauty salons, skin penetration premises, bed and breakfasts, places of shared accommodation, and premises that have regulated air and water-cooling systems.
* Enforce Council’s Environmental Health policies for special events.
* Provide advice and education in areas of food handling and health to commercial operators and the public as required.

**Swimming Pool Safety Barrier Program**

Implement Council’s Swimming Pool Safety Barrier Program, including:

* Registration of pools on the NSW pools register as required.
* Carry out inspections and issue certificates of compliance and noncompliance.
* Provide advice to the public regarding requirements of the *Swimming Pools Act*.
* Take enforcement action as necessary in consultation with the Coordinator Environmental & Regulatory Services.

**Complaint investigations and resolution**

* Investigate complaints in relation to the environment and health, and take appropriate action where required.
* Respond to complaints after normal business hours as required.

**Budget**

* Monitor income received and ensure programs operates on a cost recovery basis.
* Provide regular reports to the Coordinator Environmental & Regulatory Services.

**Development assessment**

* Provide professional advice to the planning services in relation to all areas of environmental health, including but not limited to: OSSM, food and other commercial premises, pollution control, contaminated land, flora and fauna preservation, and waste management.

**Waste management**

* Coordinate leachate-monitoring programs at Dungog and Martins Creek landfill sites.
* Regularly liaise with landfill staff and monitor landfill diversion programs, engaging contractors where necessary in consultation with the Coordinator Environmental & Regulatory Services.
* Facilitate bulky goods, scrap metal and green waste clean-up campaigns in conjunction with the waste collection contractor.
* Compile waste collection and diversion data, and complete Environmental Protection Licence reporting requirements in consultation with the Coordinator Environmental & Regulatory Services.

**Assistance with other Planning & Environment functions**

Whilst not having primary responsibility, assist as directed by the Coordinator Environmental & Regulatory Services in the following functions:

* + - * Environmental education
      * Community environmental projects
      * Air and/or water pollution monitoring and control
      * Other complaint resolution
      * Implementation of Council’s Biodiversity and Weed Management Program
      * Ranger services

**SAFETY**

* Undertake duties with compliance to the *Work Health and Safety Act*, WorkCover codes of practice, and Council’s Work Health and Safety (WHS) policies and procedures.
* Work safely at all times to protect your own health and safety, and the health and safety of everyone with whom you work, and any other person who is at the worksite.
* Actively participate in risk assessments to ensure high-risk activities are identified and controlled. Suggest improvements where required.
* Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
* Cooperate with all safety programs implemented by Council and follow specified safe systems of work.
* Contribute to the continuous improvement of Council’s WHS policies and procedures.
* Contribute to worksite hazard identification, risk assessment and WHS site inductions.
* Ensure that worksites are left in a state consistent with agreed safety standards at the end of work activities, as worksites are managed to ensure the safety of the work team and public.
* Complete incident reports for all worksite accidents and near misses.
* Notify the Coordinator Environmental & Regulatory Services of accidents involving injury immediately and complete an incident report form.
* Rectify or immediately report potentially hazardous situations to the Director Planning and Development.
* Participate in workplace health and safety consultation and training initiatives, and use personal protective equipment and clothing that is specified and supplied by Council.

**QUALITY**

Carry out tasks with the aim of minimising errors, waste and variations.

Ensure compliance with appropriate quality standards and public expectations.

**CORE ACCOUNTABILITIES**

* Provide high-level customer service throughout the investigation, assessment and management of compliance activities, including but not limited to environmental protection, swimming pool barriers, public nuisance, public health, food safety, etc.
* Provide statutory services, remain current with requirements, and monitor compliance with relevant functions under the following legislation and associated regulations, including but not limited to:
  + *Environmental Planning and Assessment Act 1979*
  + *Food Act 2003*
  + *Local Government Act 1993*
  + *Protection of the Environment Operations Act 1997*
  + *Public Health Act 2010*
  + *Swimming Pools Act 1992*
* Provide high quality technical advice to internal and external stakeholders through the timely completion of referrals and requests and the preparation of Council reports as required.
* Investigate, manage and resolve requests in consultation with the community, government agencies and other sections of Council as appropriate.
* Negotiate appropriate solutions in disputes within the parameters of existing legislation, Council policies, and the delegations of the position to resolve issues without resorting to litigation where possible.
* Prepare appropriate statutory notices and orders for service with supporting compilation of evidence, such as statements, photographs and the monitoring of results.
* Prepare and present evidence on Council’s behalf to the Local Court, Land and Environment Court, or other Courts as required.
* Develop and/or deliver relevant education programs in relation to compliance activities, environmental protection, public health and food safety.
* Undertake any other duties, projects or tasks as directed by the Coordinator Environmental & Regulatory Services, which are within relevant skills, competence and training.
* Behave in alignment with Council’s Guiding Principles, comply with the organisations policies and procedures, and undertake training and development.

**JUDGEMENT & PROBLEM SOLVING**

* Perform tasks within the framework of adopted policy and state legislation; however, a high degree of autonomy and professional judgment is required in making decisions and giving advice based on the analysis of data.
* Make recommendations to management on issues relevant to the Planning & Environment Directorate.
* Prioritise and make determinations under delegation, schedule own work and utilise resources to achieve required outputs and outcomes.

**SPECIALIST KNOWLEDGE & SKILLS**

* The position is required to demonstrate strong interpersonal skills, as it is required to obtain the cooperation of others to comply with technical components.
* This position requires the knowledge and skills to understand and apply technology, natural systems, public health, work practices and workflow.
* The position requires competence in work and knowledge of operational standards to schedule activities, undertake equipment maintenance, check the quality of work completed by others, and provide technical assistance to others.

**MANAGEMENT SKILLS**

* Ability to establish daily individual objectives, priorities and task requirements.
* Ability to assist in achieving agreed productivity, timing and budgetary targets.
* Ability to coordinate and undertake a number of different concurrent activities.
* Ability to implement WHS policies and procedures.
* Ability to be self-motivated with a continuous improvement attitude.

**INTERPERSONAL SKILLS**

* Exceptional verbal and written communication skills.
* Ability to complete and interpret scientific reports.
* Ability to listen, interpret and action directives.
* Ability to impart knowledge, advise and liaise with others.
* Ability to give and receive advice and directions.
* Ability to establish good working relationship with other staff and the community.
* Ability to both communicate and achieve commitment to decisions, and negotiate outcomes.
* Demonstrated ability to promote teamwork principles, integrity and honesty.

**PHYSICAL DEMANDS**

The physical demands described in the job demands checklist are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please refer to the job demand checklist, which accompanies this position description.

**SELECTION CRITERIA**

**Essential**

* Degree qualifications in Environmental Health or related discipline, or an equivalent combination of contemporary experience in a similar role and education and/or training.
* Contemporary industry knowledge and demonstrated experience in all environmental health functions, including the competent delivery of inspections, investigations and enforcement.
* Demonstrated conflict resolution and negotiation skills, and the ability to interpret legislation and apply technical knowledge for the resolution of complex matters.
* Proven ability to work independently and as a productive member of a multidisciplinary team to contribute to the fulfilment of team goals.
* Exceptional written and verbal communication skills.
* Well-developed computer skills and experience in Microsoft Office, including Word, Excel and Outlook.
* Demonstrated ability to implement change.
* Demonstrated ability to meet scheduled deadlines by utilising high level planning and organisational skills.
* Current Driver Licence.

**Desirable**

* Experience in the order of a minimum three (3) years in Environmental Health in the government sector.
* Knowledge and experience in the design and maintenance of OSSM (septic tanks).
* Knowledge and experience in the implementation of Health and Food Legislation, Guidelines and Standards.
* Ability to work as part of a team with minimal supervision.
* Qualifications or experience relevant to Authorised Officers for the *Protection of the Environment Operations Act 1997*, *Swimming Pool Act 1992*, *Public Health Act 2010*, and *Food Act 2003*.
* Previous experience working within a local government environment.

**APPLICATIONS**

Applications should be addressed to the undersigned and include the following information:

* Covering letter
* Curriculum Vitae (CV), including phone referees
* Application addressing the Selection Criteria, which involves providing details of how your skills, abilities, knowledge, experience and qualifications meet the requirements outlined in the position description.

For further enquiries regarding this position, please contact Council’s Director Planning & Environment, Trevor Ryan, on 02 4995 7750 or 0428 611 379.

**AUTHORISATION**

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| **General Manager:** |  | **Date:** |  |
| **Date originated:** |  | **Date last reviewed:** | 11 July 2022 |

**JOB DEMANDS CHECKLIST**

The purpose of this form is to describe the physical and psychological demands associated with the job. All tasks outlined will be undertaken in accordance with Council’s WH&S policies and procedures including safe work method statements and risk assessments.

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| **POSITION:** | Environmental Health Officer |  | **O** | Occasional | Activity exists up to 1/3 of the time when performing the task |
| **EMPLOYMENT TYPE:** | Permanent - Full Time |  | **F** | Frequent | Activity exists between 1/3 and 2/3 of the time when performing the task |
| **HRS P/W:** | 35 |  | **C** | Constant | Activity exists more than 2/3 of the time when performing the task |
| **REVIEW DATE:** | July 2022 |  | **R** | Repetitive | Activity involves repetitive movements |
| **REVIEWED BY:** | Director Planning and Environment |  | **NA** | Not Applicable | |

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| **PHYSICAL DEMANDS OF JOB TASKS (Manual Handling)** | | **IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION** | **O** | **F** | **C** | **R** | **NA** |
| Kneeling/Squatting | Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels | Manual tasks handling of recycling materials and placing products on the shop floor | 🗸 |  |  |  |  |
| Leg/Foot Movement | Tasks involve use of the leg and or foot to operate machinery | Operation of vehicle. | 🗸 |  |  |  |  |
| Hand/Arm Movement | Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting. | Manual tasks, tool operation, data entry, issue of receipts/dockets |  | 🗸 |  |  |  |
| Bending/Twisting | Tasks involve forward or backward bending or twisting at the waist. | Manual tasks, cleaning of surrounds, etc | 🗸 |  |  |  |  |
| Standing | Tasks involve standing in an upright position without moving about |  | 🗸 |  |  |  |  |
| Driving | Tasks involve operating any motor powered vehicle and/or plant item | Compactor/loader plant operation |  | 🗸 |  |  |  |
| Sitting | Tasks involve remaining in a seated position during task performance | Compactor/loader plant operation |  |  | 🗸 |  |  |
| Reaching | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended. | Manual tasks, handling of recycling materials, etc | 🗸 |  |  |  |  |
| Walking/Running | Tasks involve walking or running on even surfaces | Uneven ground on worksites, etc | 🗸 |  |  |  |  |
| Tasks involve walking on uneven surfaces, steep slopes and whilst pushing/pulling objects | Controlling/inspecting sites, litter collection | 🗸 |  |  |  |  |
| Climbing | Tasks involve climbing up or down stairs | Climbing in and out of Cabin |  | 🗸 |  |  |  |
| Working at heights | Tasks involve making use of ladders, foot stools etc. anything where the person stands on an object other than the ground. | Climbing ladders to undertake inspection of vehicles | 🗸 |  |  |  |  |
| Lifting/Carrying | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms |  | 🗸 |  |  |  |  |
| 1. Light lifting/carrying (0-9 Kg) |  | 🗸 |  |  |  |  |
| 2. Moderate lifting/carrying (10-15 Kg) | Equipment, etc | 🗸 |  |  |  |  |
| Restraining | Tasks involve restraining animals/objects/other |  | 🗸 |  |  |  |  |
| Pushing/Pulling | Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking. | Handling of recycled materials | 🗸 |  |  |  |  |
| Grasping | Tasks involve gripping, holding, clasping with fingers or hands. | Tool usage, etc | 🗸 |  |  |  |  |
| Manual Dexterity | Tasks involve fine finger movements, hand/eye coordination. | Tool usage, etc |  | 🗸 |  |  |  |

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| **Sensory Demands of Job Tasks** | | **IF SPECIFIC DETAILS AVAILABLE, PROVIDE MORE INFORMATION** | **O** | **F** | **C** | **R** | **NA** |
| Sight | Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, etc. |  |  | 🗸 |  |  |  |
| Hearing | Tasks involve working in a noisy area – e.g. pump rooms, workshop and/or operation of noisy machinery/equipment | Worksite vehicles & plant passing etc | 🗸 |  |  |  |  |
| Smell | Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals, dusty environments. | Working with putrescible waste | 🗸 |  |  |  |  |
| **Psychological Demands** | | | | | | | |
| Managing high turnover of work. | |  |  |  | 🗸 |  |  |
| Supervising multiple vehicle movements & customers simultaneously | | Queue of vehicles wanting to access landfill facilities which may exacerbate waiting times and frustrations |  |  |  |  | 🗸 |
| Tasks involving the management of Council’s cemetery facilities, grave digging, placement of headstones. | |  | 🗸 |  |  |  |  |
| Tasks involving disposing/handling of deceased animals. | |  | 🗸 |  |  |  |  |
| **PSYCHOSOCIAL DEMANDS** | | | | | | | |
| Tasks involve interacting with distressed people | |  |  | 🗸 |  |  |  |
| Tasks involve interacting with people with mental illness/disability | |  | 🗸 |  |  |  |  |
| **EXPOSURE TO CHEMICAL HAZARDS** | | | | | | | |
| Gases | Tasks involve working with gases |  | 🗸 |  |  |  |  |
| Liquids | Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis |  | 🗸 |  |  |  |  |
| Hazardous Substances | Tasks involve handling hazardous substances including storage and or transporting. |  | 🗸 |  |  |  |  |
| **WORKING ENVIRONMENT** | | | | | | | |
| Working outdoors | Exposure to all weather conditions, sunlight, wind, rain, varying temperatures. |  | 🗸 |  |  |  |  |
| Working indoors | Working in indoor environments, exposure to air conditioning. |  |  |  | 🗸 |  |  |
| Working with public | Customer service, complaint handling, dealing with telephone, and or face to face enquiries. |  |  |  | 🗸 |  |  |
| Working with Children | Working at a Council operated facility where children use that facility. | Recycling/landfill site demonstrations | 🗸 |  |  |  |  |
| Working with animals | Tasks involving Council’s saleyard operations, pound keeping operations, animal control. |  | 🗸 |  |  |  |  |
| Working in confines spaces | Tasks involving entering confined spaces. |  |  |  |  |  | 🗸 |
| Working in remote locations | Tasks involving working in remote locations with limited communications available. |  | 🗸 |  |  |  |  |
| Biological Products | Tasks involving working with waste, refuse. |  | 🗸 |  |  |  |  |