

Position Description

Title: Water and Sewer Services Planner (Position 178)	Award Classification: Band 3, Level 3
Department: Strategic and Asset Planning	Salary Classification: Grade 6
Tenure: Permanent Full Time	FTE: 1

Context:

The Macleay Valley area is undergoing a period of growth. Land use and infrastructure planning will be an important aspect in ensuring a vision for the community of the future of the Macleay Valley is established and embodied within planning frameworks.

Kempsey Shire Council provides water and sewer services across the Macleay Valley. Working within the Strategic and Asset planning group, this position will ensure robust planning for the provision of water and sewer services occurs with due consideration of expected growth within a sensitive environment.

Role Purpose:

To provide strategic planning for the long-term development and operation of Council's water supply and sewerage schemes. Develop long-term infrastructure plans and financial strategies for the sustainable delivery of water supply and waste water services and the development of new infrastructure, including adequate provision for increasing demand associated with future projected growth and asset renewals.

Key Accountabilities:

- Develop long term infrastructure plans for water supply, treatment and distribution, and waste water collection, treatment and disposal.
- Assist with development of Water and Sewer Business Plans and the Integrated Water Cycle Management Plan for Kempsey Shire Council.
- Assist with undertaking long term financial modelling for water and sewer services to ensure infrastructure provision and services can be provided in a sustainable manner.
- Coordinate and proactively manage Developer Servicing Plans for water and sewer infrastructure.
- Commission and manage studies or investigations into providing improved and expanded water and sewer services.

- Project manage design and investigation for major water and sewer infrastructure projects.
- Develop and maintain water and sewer modelling.
- Manage systems/processes that provide water and waste water information through Council's GIS and infrastructure management systems ensuring that it is useable.
- 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.
- Process referrals for water and sewer in relation to planning and development proposals, providing accurate advice and conditions for approvals within the statutory timeframes.
- Providing specialist, authoritative and consultative advice on complex water and sewer matters.
- Liaising with other governmental, statutory, industry and other organisations to facilitate compliance and best practice.
- Ensuring all correspondence and work orders are processed in accordance with Council performance targets.
- Provide a high level of customer service with internal and external customers, including provision of timely and accurate information.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Manager Strategic and Asset Planning or their delegate.
- Ensuring compliance with relevant Council Policies.
- Performing other reasonable duties as directed by the Manager Strategic and Asset Planning or their delegate.

Core Competencies:

- Tertiary Qualifications in engineering or a related discipline
- Demonstrated experience in Water and Waste Water Asset Planning
- Project management, organisation and time management skills
- Management of consultants and contracts
- Superior communication skills, both verbal and written, with a customer service focus
- Sound facilitation, conflict management, negotiation and problem-solving skills
- Hold and maintain a current NSW Drivers Licence



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our community to build an
inspired, connected
Macleay Valley”**

Supervision Received:

This role reports to the Coordinator Strategic and Environmental Planning.

Supervision Exercised:

Nil.

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date