

Melton City Council

# Environmental Health Technical Officer

Position Description

PD: 00360

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Environmental Health Technical Officer
Directorate	Planning and Development
Service Unit/ Department	Health and Building
Position Classification	Band 4
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

## 2. Organisational relationships

Reports to	Environmental Health Team Leader
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none"><li>• All Council Staff</li></ul>
External liaisons	<ul style="list-style-type: none"><li>• Residents and ratepayers</li><li>• Consultants</li><li>• State Government Departments</li><li>• Public Authorities</li><li>• Other Municipalities and Environmental Health Professionals</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



## 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## 4. Position objectives

- Support the Environmental Health Officers in proactively protecting public health within the City of Melton.
- Administer responsibilities under the Public Health and Wellbeing Act 2008, the Environmental Protection Act 1987 and other public health legislation.

## 5. Key responsibility areas

- Perform the duties of an authorised officer under the Public Health and Wellbeing Act 2008.
- Maintain appropriate and up to date records of all assessments, inspections and daily work activities performed.
- Investigate and resolve complaints.
- Provide a high level of service to both internal and external customers.
- Conduct Tobacco Act education visits and assist with test purchasing program as required.
- Process applications and conduct site visits relevant to on site wastewater management.
- Contribute to the regular monitoring, testing and sampling of public swimming pools and spas as required.

## 6. Accountability and extent of authority

- Administer relevant statutes under the general direction of the coordinator and team leader.
- Make recommendations for enforcement subjects to be review by senior officers.
- Achieve premises inspection and investigation targets determined by the Coordinator and Team Leader within statutory and corporate requirements.
- Assist in the implementation of business plan strategies as directed.
- Exercise discretion within established guidelines and standard work practices with instructions on the broader aspects of work.

## 7. Judgement and decision making

- Following an assessment, determine the most applicable legislation and determine if a contravention exists.
- Judge the amount of evidence needed in any given situation in order to successfully undertake enforcement action.
- Prioritise workload based on public health risk.
- Execute services and tasks of responsibility with guidance and advice always available in time to make a decision.

## 8. Specialist skills and knowledge

- Investigation skills including collection of evidence such as interviews, photos and sample for analysis.
- Effectively use Council's electronic customer request system (CRM) and make thorough file notes the account for conversations, observations, site visits and decision-making processes.

- Attend and participate in court proceedings.
- Knowledge of Windows based applications including Outlook, Microsoft Word and Excel.

## 9. Management skills

- Set goals and objectives, including undertake projects designed to achieve chosen results.
- Manage time in the planning of work to meet timelines.
- Work with minimal supervision and to seek advice and assistance from others when required.

## 10. Interpersonal skills

- Ability to work in a team environment and gain cooperation and assistance from members of the public, and where appropriate other employees in the administration of well-defined activities.
- Well-developed verbal and written communication skills, with the ability to present as a professional Council officer in external forums.
- Write reports and prepare external correspondence where required.

## 11. Qualifications and experience

- Post-secondary qualifications in administration (below diploma level) with some experience in investigative work in a customer oriented position.
- Current valid Victorian Drivers Licence.
- Read, interpret and enforce legislative requirements.

## 12. Key Selection Criteria

1. Ability to read, interpret and enforce legislative requirements.
2. Experience in investigative work in a customer oriented position.
3. Sound interpersonal and conflict resolution skills.
4. Ability to contribute to a high functioning team environment.
5. Excellent customer service and time management skills with the ability to prioritise workloads.
6. Current valid Victorian Drivers Licence.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Manager Community  
Safety

August 2022

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

