

POSITION DESCRIPTION

Position Title:	Water and Sewer Asset Engineer
Position Number:	19/40946
Group:	Infrastructure & Planning
Business Unit:	Water and Sewer Group
Service Unit:	Water and Sewer Strategy and Compliance Team
Reports To:	Coordinator – Water and Sewer - Strategy and Compliance
Grade:	14
Hours Of Work:	35 hours per week
Last Date Of Review:	February 2022
Last Date Of Evaluation:	June 2020

Role Function Summary

The Water and Sewer Strategy and Compliance Team is responsible for the facilitation and coordination of the Water and Sewer Group asset management planning under Council's Asset Management Policy and Strategy and with Council', strategic planning Council's water and sewer services, development engineering, best practice management and overseeing compliance with legislative and regulatory requirements.

The Water and Sewer Asset Engineer is responsible for the medium to long term asset planning necessary to enable effective and efficient water and sewer service delivery for all customers as well as ensuring Council and its customers meet or exceeds statutory and other requirements.

The position is responsible for the development and delivery of asset management activities, including development of asset management plans and capital works programs, relating to water and sewer and is also responsible for undertaking intensive analysis of infrastructure data to provide sound information for strategy and planning purposes.

The Water and Sewer Asset Engineer provides professional, technical and administrative services to the Water and Sewer Group and assists and supports the implementation of asset management principles within the team and will work closely with Council's Infrastructure Services Group to ensure consistency of asset management across Council.

Key Responsibilities (Major and Essential Job Functions)

- Strategic planning of new and upgraded assets to meet current and future needs including future asset demand forecasting and analysis of user needs and appropriate inclusion in Council's Integrated Water Cycle Management Plan and Developer Servicing Plans;
- Undertake analysis and modelling of infrastructure data and records using Council's corporate Asset Management Information System and use this to develop the relevant Asset Management Plans considering condition assessment, future funding, maintenance planning, identification and treatment of critical assets and levels of service;
- Develop, in conjunction with the Utilities Engineering and Delivery Teams, the 1, 4, 10 and 30 year capital works and maintenance programs for the water and sewer asset classes;
- Undertake asset valuation, condition assessment, whole of life costing, end of financial year reporting,

- revaluation and provision of capital value records in consultation with auditors and Council's Finance Team;
- Manage, in conjunction with the Finance Team, capture of financial information relating to assets through the use of work orders for capital, operating and maintenance works;
- Maintain, develop and update asset registers, as-constructed information, system wide functional specifications, operations and maintenance manuals and plans, including management of data collection, verification, collation, entry, analysis and reporting and ensure consistency of information between asset registers and GIS;
- Undertake asset condition inspections and assessments, asset valuations and lead the development of asset renewal and maintenance programs;
- Assist in the development and implementation of policies, plans and strategies relating to infrastructure maintenance and renewal of assets in conjunction with the Infrastructure Services Group;
- Assist with the management of consultants engaged in projects and other projects related to asset management;
- Assist in the preparation of grant funding applications available on State and Federal Governments and manage compliance with successful grants;
- Consult, liaise, communicate and negotiate with key stakeholders regarding asset management projects and plans, to ensure that where practicable, the planning and undertaking of such works accounts for the specific requirements of stakeholders;
- Coordinate and implement efficient and effective continuous improvement processes for all water and sewer asset classes e.g. quality management, performance management, program evaluation, service delivery reviews, best practice and benchmarking approaches;
- Develop, implement and support field mobile solutions for asset data display, gathering, work and maintenance management, in conjunction with Council's IT and GIS Teams;
- Investigate and respond to operational issues / incidents within the water and sewer networks, including regulatory obligations, customer complaints, reports from field staff and others as directed;
- Provide quality customer service to internal staff and other stakeholders to ensure customer needs are met in a timely manner;
- Provide asset management assistance and GIS support to the Utilities Engineering and Delivery Teams to enable data collection for and use of the asset registers and promote the integration and use of information and communication technology as it relates to the efficient, effective functioning and performance of the section; and
- Adhere to WHS regulations, Council policies and procedures, taking all necessary precautions for the safety of staff, contractors, customers and the general public.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • Integrity: We act with commitment, trust and accountability. • Respect: We are open, honest, inclusive and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive and strategic. • Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.

Policies and Procedures

The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships: Manager Water and Sewer; Utilities Engineering Team; Water and Sewer Strategy Team; Development and Regulatory Group; Integrated Risk Management Group; Infrastructure Services Group; Leadership Group; Executive Leadership Team; Environmental Health Officer and ancillary Water and Sewer Team.

External Relationships: Customers and members of the public; Government Agencies; Department of Planning, Industry and Environment – Water; EPA; NSW Health; Other Council's and Local Utility Authorities; Community Organisations; Contractors and Consultants; and Industry Bodies.

Direct Reports: Nil

Indirect Reports: Nil

Specifications and Technical Skills:**Essential Criteria:**

- Degree in Civil or other Engineering and solid relevant industry experience;
- Asset management experience and a comprehensive knowledge of local government infrastructure asset management processes, procedures and practices including financial management of assets;
- Excellent written communication skills, with demonstrated ability to write concise plans and reports, and to prepare appropriate external correspondence;
- Experience with the development of capital work programs and project prioritisation;
- Demonstrated ability to develop and maintain effective stakeholder relationships;
- Proficient in the use of Word, Excel, database programs and project management packages; and
- Demonstrated understanding of infrastructure maintenance and construction works.

Desirable Criteria:

- Demonstrated knowledge of legislation and engineering standards used in infrastructure asset management, and particularly management of water and sewer assets;
- Demonstrated knowledge of project management concepts, planning tools for managing infrastructure works and budgeting;
- Knowledge of asset inspections, visual assessment practices and GIS principles;
- Demonstrated skills in consultation, and dealing with regulatory and funding bodies; and
- Knowledge and understanding of NSW Integrated Planning and Reporting (IP&R) and Best Practice Management of Water and Sewer.

Licences and Tickets:

- Class C Drivers Licence
- WHS Construction Induction Card (White card)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓			✓						

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Water and Sewer Asset Engineer**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Degree in Civil or other Engineering and solid relevant industry experience	1					
Asset management experience and a comprehensive knowledge of local government infrastructure asset management processes, procedures and practices including financial management of assets	1					
Excellent written communication skills, with demonstrated ability to write concise plans and reports, and to prepare appropriate external correspondence	1					
Demonstrated ability to develop and maintain effective stakeholder relationships	1					
Demonstrated understanding of infrastructure maintenance and construction works	1					
Experience with the development of capital work programs and project prioritisation	2					
Demonstrated knowledge of legislation and engineering standards used in infrastructure asset management, and particularly management of water and sewer assets	2					
Demonstrated knowledge of project management concepts, planning tools for managing infrastructure works and budgeting	2					
Demonstrated ability to develop and maintain effective stakeholder relationships	2					
Knowledge and understanding of NSW Integrated Planning and Reporting (IP&R) and Best Practice Management of Water and Sewer	2					
Demonstrated ability to prepare Asset Management Plans for Infrastructure with minimal assistance	3					
Demonstrated ability to prepare detailed strategic and operational cost estimates for capital and maintenance works	3					
Advanced skills in the management of infrastructure risk and development of procedures for the management of this risk	3					
Demonstrated ability to integrate asset information with maintenance and GIS systems	3					
Demonstrated ability to develop asset maintenance plans and levels of service that achieve asset management plans	3					
Demonstrates initiative and innovation evidenced by making improvements to work procedures that enhance Council's values, performance and decrease costs of delivery	4					
Demonstrated ability to research and prepare detailed reports, plans, strategies and other complex documents	4					
Ability to investigate complex infrastructure requests, make recommendations to Council and action decisions of the Council within time constraints	4					
Demonstrated ability to relieve for the Coordinator – Strategic Planning and Compliance	4					
Completion of further studies in a related discipline	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2021):

Position:

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:**Employee's Comments:**

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				

Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				