

Position Description

Engineer - Networks



Position Title	Engineer - Networks	Role ID	WBENG4
Division	Engineering	Unit	Water and Wastewater - Business and Assets
Job Grade	7	Award	35
Reports To	Engineer - Planning and Systems		
Revised/Created	December 2020 – Update to reporting position and required qualifications		

Primary Objective

- To provide input to the development of strategic infrastructure investment programs for Water Supply and Sewerage systems and using water and sewer network modelling and feasibility studies.
- To assist the Engineer - Planning and Systems in provision of professional advice to internal service providers and the development industry in relation to water supply and sewerage systems, including operations, extensions, modifications and connection upgrades.
- Undertake activities required of a professional engineer to support the Unit and Division in this role or other Job Grade 7 Engineering roles identified in this Position Description

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

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Water and Wastewater - Business and Assets Unit

The Water and Wastewater Business and Assets Unit is one of five within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning, asset management, and the capital delivery, of Water Supply and Wastewater systems and also includes the Tweed Laboratory Centre.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The Position

This Position is in accordance with the Tweed Shire Council Generic Position Description for Grade 7 Engineers and has been modified to reflect the specific position of Engineer - Networks.

This position requires the incumbent to make decisions and provide advice as a professional engineer on complex issues across a range of infrastructure types.

The position requires the incumbent to work within the Water and Wastewater Unit within the Engineering Division.

The role of the position is to support the Engineer – Planning and Systems in providing input to developing and maintaining water and sewerage growth related strategic investment programs and investigating technical issues in relation to pressure, flow and capacity of Council's Water Supply Conveyancing and Reticulation System and Sewerage Reticulation and Conveyancing Systems.

The position is to provide technical management of hydraulic models and is required to update maintain and archive systems and databases related to the position. The position develops, calibrates, maintains, operates and reports on hydraulic models of Council's water conveyancing system and reticulation systems and develops, calibrates, maintains operates and reports on sewerage reticulation models for both gravity and pump station/rising main systems.

The position provides specialist advice in the resolution of pressure and flow issues and advice on the capacity of Council's systems through hydraulic modelling and interpretation of test results and telemetry data.

It is essential that the incumbent possess a willingness to learn and adapt to various work environments.

Competence in written reporting and verbal communication in plain colloquial English is required as the research and liaison components of the position may involve regular interaction with consultants, Councillors, Contractors, other staff and the public.



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The incumbent is expected to participate in the personal performance management and organisational and personal development activities appropriate to the level of responsibility set by the Job Grade. This includes higher duties relieving within the Division from time to time.

At the discretion of the Director and with the agreement of the incumbent the position can transfer to other Job Grade 7 roles in the Division with the aim of providing a broad exposure to Local Government Engineering that will enhance the incumbent's skills and career opportunities and improve the capacity of the organisation.

The Job Grade 7 Engineer equivalent roles the position may fill include:

- Design Unit: Engineer - Water and Wastewater Design
- Design Unit: Engineer - Projects
- Water and Wastewater Unit: Engineer - Projects
- Water and Wastewater Unit: Engineer - Networks
- Infrastructure Delivery Unit: Engineer - Contracts
- Roads and Stormwater Unit: Engineer - Infrastructure
- Roads and Stormwater Unit: Engineer - Assets and Maintenance
- Any other comparable Job Grade 7 position implemented by Council

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. People Management	<ul style="list-style-type: none">• Supervise and manage water supply and sewerage modelling and investigation programs and projects including staff and contractors as necessary.• Undertake frequent coordination of and communication with other workers to gain cooperation for work production or service quality.• Ensure staff compliance with all requirements of Council policy/protocol and operational requirements within area of control.• Resolve minor conflicts between staff, management, other Tweed Shire Council staff and members of the community.
2. Administration	<ul style="list-style-type: none">• Anticipate and pre-empt customer requirements and do utmost to meet these.• Define, assess and approve external orders to level of delegation in accordance with relevant Council Policies.

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	<ul style="list-style-type: none"> Investigate, analyse and respond to customer and other external agency requests within area of control. Utilise Council's information management systems including Council's Record Management System, Finance One and GIS. Prepare reports and recommendations to Senior Engineers, Managers, Directors, General Manager and Councillors. Ensure information collected as part of project work is incorporated into in relevant management systems.
3. Budget	<ul style="list-style-type: none"> Manage projects and budgets up to \$5 million. Provide input to the review and development of budgets. Prepare estimates of costs for projects and activities.
4. Policy	<ul style="list-style-type: none"> Provide input to the development of relevant policy and standards. Ensure compliance with policy and standards.
5. Asset Management	<ul style="list-style-type: none"> Coordinate the collection and validation of operational performance, network and asset data required by the position and ensure it is recorded in relevant management system. Analyse pump station test data interpret results and advise on pump performance, corrective actions and replacements. Assist in development and implementation of the Water and Sewer new capital and asset renewal programs.
6. Network Modelling	<ul style="list-style-type: none"> Responsible under guidance of Engineer – Planning and Systems for Water and Sewerage network modelling. Develop, calibrate, maintain and operate water network computer models of water conveyancing and reticulation systems. Develop, calibrate, maintain and operate computer models of sewage conveyancing and reticulation systems. Investigate, develop options, recommend actions and prepare strategies and technical reports on the development of water and sewerage conveyancing and reticulation systems including pumping station capacity, reservoir needs, and pipeline sizing.

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	<ul style="list-style-type: none">• Ongoing development and implementation of key performance indicators and customer service levels.• Provide advice in the interpretation of telemetry monitoring data and test data from the water supply and sewerage system.• Prepare technical reports, plans, diagrams and figures for both internal and external clients.
7. Development Engineering	<ul style="list-style-type: none">• Assess water supply and sewerage aspects of referred development applications and recommend conditions of consent.• Assess applications under S68 of Local Government Act for water supply and sewerage works.• Provide written and verbal advice in relation to hydraulic capacity and other related matters in water supply and sewerage policy development.• Develop and evaluate strategies for the interface and enhancement of water and sewerage conveyancing and reticulation systems for the development.• Prepare letters and memos related to development assessment matters.• Provide input into development standards.
8. Health Safety and Environment System	<ul style="list-style-type: none">• Actively promote and ensure the promotion of WHS within area of control.• Plan and implement work so that WHS is built in rather than added on to achieve WHS objectives.• Ensure compliance with Council's Work Health and Safety and Environmental policies and procedures within areas of control.• Ensure that hazards are identified and controlled within work area to the level of position's authority and financial delegation.• Responsible for and ensuring that procedures and practices relating to activities undertaken in the work area are periodically reviewed.• Ensure that all employees within work area have undergone appropriate safety training.• Ensure employees in work area are adequately consulted in relation to work practices, incidents and improvements.

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	<ul style="list-style-type: none">• Ensure that all employees within work area have access to relevant safety equipment to undertake relevant tasks.• Advise Supervisor of any hazard or risk outside area of control and financial delegation.• Ensure that the provisions of the WHS Act are adhered to by personnel and contractors, and environmental due diligence responsibilities of the Environmental Planning and Assessment Act and Fisheries Acts are adhered to.• Provide input to improvement of Council's Health Safety and Environment System.
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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

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Organisational and External Relationships

Organisational Relationships

- Liaise with most units of Council both indoor and outdoor to achieve project outcomes, policy changes, staff direction and management, and financial objectives.

External Relationships

- Liaise with members of the public, Government Agencies, Suppliers, Contractors, Consultants, and industry peers to ensure project outcomes, operational compliance, quality customer service, and professional development.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Bachelor of Engineering (Civil) eligible for professional engineer membership of IE Aust.
2. Current Vehicle Licence – Car.
3. Demonstrated sound level of competence/knowledge in
 - a. Civil Engineering including design, construction, operation and maintenance activities
 - b. Contract and/or project management and the ability to manage multidiscipline engineering projects
 - c. Local government engineering infrastructure, in particular water supply and sewerage conveyancing and reticulation systems
 - d. Infrastructure asset management.
4. Demonstrated sound written and oral communication skills including technical report writing, business letters, memos, liaison, and conflict resolution.
5. Demonstrated knowledge of current Environmental and WHS management and legislative requirements.
6. Demonstrated well developed research, analysis, creative problem solving and program implementation ability and skills.
7. Demonstrated intermediate competence in the use of computer hydraulic modelling packages such as InfoWater, InfoSWMM, InfoWorks or similar and spreadsheets to produce mathematical models.
8. An understanding of Geographical Information Systems (GIS) and their use in an infrastructure engineering environment including the preparation of maps, diagrams and figures.

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Desirable:

9. Demonstrated knowledge of the Local Government Act as it relates to Engineering functions.
10. Experience in preparing budgets for and implementing works programs.
11. Experience in interaction with the development industry on engineering issues.
12. Demonstrated knowledge of the Roads Act, Protection of the Environment Operations Act, Water Management Act, Environmental Planning and Assessment Act, and other legislation and regulations which impinge on the key functions of the Unit.
13. Demonstrated experience in the use of ArcGIS ArcMAP or similar software.

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	N/A