

# POSITION DESCRIPTION

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| **Position Title** | Wastewater Project Officer |
| **Position No.** | 845 |
| **Position Status** | Temporary part-time (0.4 EFT for 12 months) |
| **Business Unit** | Municipal Services |
| **Division** | Development |
| **Classification** | Band 4  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | February 2018 |
| **Approved By** | General Manager Development |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The Wastewater Project Officer conducts inspections of septic tank systems to ensure compliance with relevant statutory requirements, with a particular focus on high-risk areas. Protect public health, natural environment and the amenities of Wellington Shire, while promoting environmental best practice to help manage domestic wastewater.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Manager Municpal Services |
| **Supervises** | Nil |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | Government agencies, residents, contractors, consultants |

**DELEGATIONS/AUTHORISATION**

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Accountable for meeting legislative requirements

**Judgement and Decision Making**

* Objectives of the work are clearly defined but methods, processes and equipment to be used must be selected from a range of available alternatives
* Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures
* Guidance and advice are always available from the Manager Municipal Services and/or relevant subject matter experts within the Municipal Services Business Unit

**Specialist Knowledge and Skills**

* Knowledge of wastewater management processes and relevant legislative requirements
* Practical knowledge of septic tank systems
* Competent computer skills including data entry
* High precision trade skills using various materials and specialised techniques

**Management Skills**

* Ability to effectively plan, organise and manage own time

**Interpersonal Skills**

* Ability to gain cooperation and assistance from members of the public and other employees as well as the ability to work independently
* Outstanding customer service and communication skills
* Ability to write reports in relation to the inspection of septic tank systems

**Qualifications and Experience**

* Proven experience working in the on-site domestic wastewater field
* Experience in the inspection of septic tanks
* Local knowledge and experience would be advantageous

**The ability to obtain and maintain the following**

* Current drivers license

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
* Support colleagues and coordinator/supervisor as required to achieve overall team goals, key performance indicators, service levels and other targets.
* Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Effectively see all tasks through to completion in line with individual KPIs, service levels and other targets.
* Work within agreed plans, policies and processes including safe work practices.
* Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
* Demonstrate a commitment to effective internal and external customer service.
* Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
* Maintain complete and accurate records of all work related activities including documentation and administration as per the WSC records management policy and adherence to the written style guide

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
* Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Maintain an inspection service of wastewater treatment / disposal systems, ensuring that all such inspections are appropriately recorded as required under relevant legislation and Council's Domestic Wastewater Management Plan
* Implement actions and conduct the reporting requirements of the Domestic Wastewater Management Plan in line with CPIs.
* Protect public health, natural environment and amenity of Wellington Shire by promoting environmental best practice to help manage domestic wastewater in line with CPIs.