

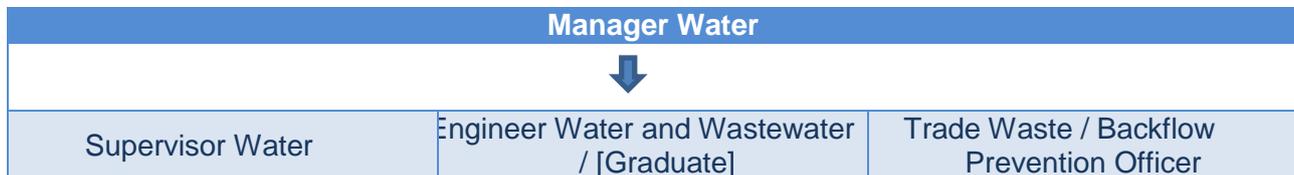
## Position Description

<b>Position Title</b>	<b>Engineer Water and Wastewater / [Graduate]</b>
Position Code	ENG034
Department	Engineering
Division	Water
Reports To	Manager Water
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 2
Position Status	Full Time
Allowances	3.5% Civil Liability Allowance (depending on qualifications and experience)

### SPECIAL CONDITIONS

Nil

### REPORTING STRUCTURE



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support Council's Water and Sewerage infrastructure and services to ensure that the current and future vision and goals as outlined in the Community Strategic Plan are met.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Water Engineering</i>	<i>50%</i>
<i>Provide technical support to the Water Team</i>	<i>40%</i>
<i>Professional Development in Water Engineering</i>	<i>10%</i>

## **POSITION RESPONSIBILITIES**

- Provide technical engineering advice on the design, construction, maintenance and operation of the water supply and wastewater infrastructure and services;
- Provide assistance in the monitoring and review of Council's water supply, wastewater and trade waste to ensure compliance with all statutory requirements and best practice guidelines;
- Assist in the preparation, review, implementation and management of operational and maintenance programs for water supply, wastewater and trade waste;
- Assist in the preparation, review, implement and management of internal and external professional services and contracts in the delivery of operational, maintenance and capital works;
- Provide information relating to the maintenance and updating of Council's level of services, fees and charges and Asset Management Plans in relation to Council's water and wastewater;
- Provide direction, guidance and technical support to the Water Team where required;
- Provide engineering input into design and documentation for Council's Capital Works Program in relation to the Water Division, including planning, design, financial/benefit cost analysis, cost estimates, programming of works and delivery of design concepts;
- Assist with the preparation of management plans, contracts, audits and review processes for headworks, treatment and distribution components of the water supply and wastewater schemes;
- Assist with the estimation, programming and delivery of private works as required in line with the capacity and capability of the water team;
- Liaise with relevant public utility authorities in relation to Council water services;

## **Organisation – Operations**

- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;

- Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines;
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in, either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertaking other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Manager Water	Direct Supervisor
Water Team	To provide relevant advice and technical support where required
Council Staff	To provide relevant advice and assistance where required
External	
Contractors and consultants	In the provision of services to Forbes Shire Council
Water Authorities	Liaison where required within the scope of ability and skill

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

## **PERSON SPECIFICATION**

### **Essential**

- Bachelor Civil Engineering;
- Confined Space qualification or willingness to obtain;
- Class C (Standard) Drivers Licence;

### **Experience**

- Demonstrated 3-5 years' experience in the water and sewer industry in planning and design, operations, maintenance and construction;

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Nil

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No