



# Position Description

## Water and Sewer Technical Officer

Applications Close:  
5:00pm on Friday 4 October

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| <p style="text-align: center;"><b>Position Title</b></p> <p style="text-align: center;">Water and Sewer Technical Officer</p>   |
| <p style="text-align: center;"><b>Position Number</b></p> <p style="text-align: center;">WU10239</p>  |
| <p style="text-align: center;"><b>Department</b></p> <p style="text-align: center;">Works</p>   |
| <p style="text-align: center;"><b>Classification</b></p> <p>Level 6, Queensland Local Government Industry (Stream A) Award 2017 and<br/>Winton Shire Council Collective Agreement (\$92,041.56)</p> |
| <p style="text-align: center;"><b>Terms of Employment</b></p> <p style="text-align: center;">Full time</p>  |

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

### **Reports to:**

Directly: Director of Works

Indirectly: Plumbers

### **Supervision of:**

Nil

## Internal Liaisons

Management, Council Staff and Council Departments as required.

## External liaisons

Winton Shire Community, RAPADWSA, Consultants, DRDMW

## Position objectives

The position of Water and Sewer Technical Officer works closely in conjunction with the Plumbers and co-manages the Water and Sewerage reticulation systems and assets.

The incumbent works under the direction of the Director of Works on Council's operations and strategies, policies, procedures and any Audits including but not limited to:

- Drinking Water Quality Management Plan
- Council's water and sewer facilities
- Develop operational plans and procedures for water and sewer operations.

Assist with routine operations:

- water sampling, recording keeping and reporting.
- water and sewerage operations and internal reporting mechanisms.
- manage and deliver outcomes prescribed by Winton's Drinking Water Quality Management Plan (DWQMP)
- maintain GIS in conjunction with external consultants.

Research, project manage and deliver small projects under guidance from the Director of Works.

Specifications, tendering and procurement of small projects under guidance from the Director of Works.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

**Reasonable care**

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

**Qualifications/Licences/Tickets required****Mandatory**

- Certificate IV or Diploma in Water Operation (or working towards the same or equivalent qualifications – see requirements below)
- General Safety Induction (White Card)
- Ability to operate a motor vehicle under a C class licence.

**Desirable**

- Senior First Aid Certificate.

## Additional requirements and working conditions

The following working conditions are required:

- Adhere to the Council Employee Code of Conduct applies to this position.
- Travel within the shire area to carry out duties.
- Travel to conferences and regional meetings.
- Participate in training provided for mandatory qualifications.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

The Water and Sewer Technical Officer position is a 'hands on' role within the Water & Sewer Department.

The key responsibilities of the position are:

- Manage the delivery of the Council's Operational plan.
- Manage the delivery of the DWQMP
- Develop and maintain contemporary management systems and plans for water and sewerage. This will largely relate to developing an overall operational manual for water and sewerage and creating/assisting with timetabling and scheduling work from that manual as required.
- Coordinate and assist Council GIS consultants in maintaining and updating the ESRI Online registry.
- Technical oversight of water testing and chemistry for the Council recreational facilities.
  - Including monitoring daily/weekly pool operations (bather load vs chlorine used for example) and learning how to operate the pool in terms of chemistry and filtration.
  - Waltzing Matilda Centre water treatment plant, HVAC system, CO2 detection, fire detection, grease traps etc.
- Carry out microbial analysis and report using Council equipment (training provided)
- Assist with technical requirements of SWIMs and SWIMs data entry.
- Maintain SCADA system for water and sewer – data, extraction and analysis and reporting.
- Implement programs for inspection/testing of electrical and pump systems.
- Assist plumbers in technical requirements.
- Assist with preparation of risk assessments and carry out toolbox talks with staff.
- Ensure a high standard of service is provided in all dealings with management, staff and customers.
- Participate in project meetings and provide specialist advice.

Other duties appropriate to the role and directed by the supervisor.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### **Selection Criteria 1**

Demonstrated ability and considerable experience in most facets of the water and sewerage industry (preferable in a Local Government environment)

### **Selection Criteria 2**

Knowledge of water testing procedures associated with Council recreational facilities.

### **Selection Criteria 3**

Demonstrated ability to work safely and effectively within a team environment, establish work priorities and meet deadlines.

### **Selection Criteria 4**

Well-developed communication skills, both written and verbal with a proven ability to communicate effectively and tactfully in sometimes very sensitive/confidential situations.

### **Selection Criteria 5**

Experience in developing plans, policies and procedures relevant to water and sewer operations.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Water and Sewerage Technical Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**