

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Technical Officer (Water and Wastewater)
<b>Position Number</b>	-
<b>Department</b>	Works
<b>Section/ Stream/ Unit</b>	Water and Wastewater
<b>Classification</b>	Level 4-5, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	Water & Wastewater Manager

## POSITION OBJECTIVES

Provide technical support to the water and wastewater team to ensure the continued delivery cost effective and compliant water and wastewater services to the community.

## KEY RESPONSIBILITIES

- Develop, maintain and administer the Drinking Water Quality Management Systems in accordance with the requirements of the approved Drinking Water Quality Management Plan. This will include monitoring and analysing monitoring, plant and system data to identify concerning trends and areas for improvement.
- Develop, implement and maintain fit for purpose operational documentation such as policies, procedures, processes, work instructions for the Water and Wastewater stream.
- Undertake technical investigations to inform team decision making, including options to address regulatory concerns.
- Provide technical assistance and direction to operational staff and contractors (where appropriate).
- Provide technical input into customer service requests.
- Assist in the updating of asset registers and analyse asset performance to identify upgrade and/or renewal requirements.
- Produce operational statistics and reports for internal stakeholders, State and Federal Government agencies.
- Ensure that all works executed by assigned staff or contractors are carried out safely, comply with relevant standards and specifications and meets the needs of Council and its customers with minimal inconvenience or disruption.
- Deliver approved capital and operational projects, using Council's project management framework and complying with procurement requirements.
- Monitor expenditure in areas of responsibility to ensure compliance with budget and report any significant variations.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- Well-developed interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of co-workers.
- Demonstrated numeracy, written and verbal communication skills including ability to provide contemporary advice in relevant discipline and discuss techniques, procedures and/ or results.

- Ability to work effectively under general direction, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Strong attention to detail and perform work with a high level of accuracy.
- Moderate level computer based system skills including business related application software.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area.
- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree autonomy in the coordination of a work area.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to assist with the preparation or prepare work area budgets.
- Ability to undertake responsibility and co-ordination of minor projects.
- Demonstrated experience in this type of role or similar.

### **Qualifications, Training and Licences**

- Trade Waste Cert III or higher, or willingness to obtain within 12 months of commencement.
- Certificate IV or Diploma in Water Operations or other appropriate discipline, with substantial experience in the water and wastewater industry, or willingness to obtain within 2 years of commencement.
- Construction Industry "White" Card.
- Current unrestricted "C" Class drivers' licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).
- Plumbing qualification (desirable).

### **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

### **RISK MANAGEMENT**

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.