

Leeton Shire Council

POSITION DESCRIPTION



Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation
- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

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|-----------------------------|--|
| Position Title | Water & Waste Water Engineer |
| Group | Operations |
| Department | Water & Waste |
| Location | Leeton Shire Council office, 23-25 Chelmsford Place, Leeton |
| Salary Grading | Grade 12 – 15 (depending on qualifications and experience) |
| Employment Status | Fulltime |
| Hours of Work | 70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month. |
| Supervisor | Manager Water & Waste Water |
| Staff Reporting to Position | <ul style="list-style-type: none">▪ NIL |
| Key Internal Relationships | <ul style="list-style-type: none">▪ Water and Wastewater Staff▪ Open Space & Recreation Staff▪ Roads Staff |
| Key External Stakeholders | <ul style="list-style-type: none">▪ Contractors▪ General Public▪ Government Agencies |

PRIMARY PURPOSE OF POSITION

- ❖ To investigate and support all aspects of engineering works such as design, construction, maintenance, project planning and project management of water and wastewater works.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Comply with relevant budget processes and procedures, ensuring appropriate charge numbers and costing codes are used.

Strategy:

- ❖ Contribute to the review and updating of internal business processes.

Customer/Stakeholder:

- ❖ Attend to customer requests and enquiries.
- ❖ Provide specialist information and advice to customers.
- ❖ Inform customers of maintenance and repair work to be carried out that directly impacts them.
- ❖ Participate in school and interest group tours and talks as appropriate.

People Management:

Nil

Operations:

- ❖ Design of maintenance projects and assisting with design and completion of major construction projects.
- ❖ Completing and/or assisting survey works.
- ❖ Investigation of complaints and problems and coming up with solutions.
- ❖ Quantity Estimation and quotation preparation.
- ❖ Project Planning and Project Management, including IWCM.
- ❖ Asset inspection and monitoring condition of assets, plus support development of Asset Management Plans.
- ❖ Assist with the supervision of works.
- ❖ Other day to day duties include:
 - Assist in the development of project specification briefs and tender documents and carry out tender evaluations.
 - Maintain Council's plan registration database and storage system for all plans and other office records
 - Liaise with relevant public utility authorities regarding location of services during the design phase to ensure best possible solutions where services conflict
 - Keep technical reference library in order and updated
- ❖ Assist with general engineering support to other areas of Council as required.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential:

Qualification/Licences/Experience:


1. Degree in Civil Engineering or related field and/or significant Water/ Waste Water industry experience.
2. Eligible for membership to the Institute of Engineers Australia.
3. Possess and maintain a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.

Skills and Attributes:

1. Demonstrated excellent interpersonal skills with the general public and fellow employees.
2. Demonstrated ability to analyse problems and identify/implement suitable solutions.
3. Demonstrated capability to write standard reports using sound written communication skills.
4. Demonstrated practical knowledge of water and waste water construction and operations.
5. Demonstrated experience in trade waste management.
6. Ability to support organisational vision and goals, foster productive interpersonal relationships and tolerate constructive change.

Desirable Requirements:

- ❖ At least three (3) years relevant work experience
- ❖ Formal training in Project Management is desirable


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Jackie KRUGER
General Manager

I hereby accept the terms and conditions set out in this position description for Water & Waste Water Engineer.

Dated this day of 20.....

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Signature