

Position Description

Sewer and Waste Services Engineer

Directorate	Technical Services
Location	Bland Shire Council Shire Street, West Wyalong
Classification/Grade/Band	Grade 12
Position Code	– 35 Hour week
Date Position approved	March 2024

Primary purpose of the position

To assist the Operations Manager to meet the legislative compliance and maximise the efficiency and effectiveness of environmental performance, resource recovery, cost control, income generation and client satisfaction.

Key accountabilities

Within the area of responsibility, this role is required to:

- Effectively coordinate the operations of the Sewer and Waste facilities, delivering outcomes in a timely and cost-effective manner that meet Council's objective, ensuring compliance with Council's policies and service delivery objective.
- Coordinate the development of strategies to improve waste management practices and promote community engagement in waste reduction strategies.
- Coordinate sewer and waste services maintenance and construction projects.
- Coordinate the compliance with statutory requirements relating to sewer and waste services and keep up to date with relevant legislative changes.
- Coordinate mandatory reporting in accordance any Environmental Protection Licencing and regulatory requirements.
- Liaise with the appropriate regulatory authorities.
- Integrate quality, environmental and safety performance into all activities by developing and following systems, procedures and documentation for operation of the facilities.
- Provide leadership, direction and mentoring to staff.
- Encourage, promote and enforce safe work practices, environmental best practices and high quality public relations and service.
- Identify training needs for staff and provide assistance to ensure training is accessed.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Manager Operations	Liaise to clarify tasks and priorities. Escalate issues as appropriate. General reporting.
Team members Waste Services and Sewer Treatment Works Supervisors and staff. Other members of Council staff	Collaborate on maintenance and development of Council's assets. Negotiate task priorities. Ensure safety and quality standards are met.

Key external relationships

Who	Why
Contractors	Communicate task priorities. Ensure safety and quality standards are met.
Members of the public	Maintain a friendly, professional and positive Council presence. Ensure public safety at all times. Respond to customer enquiries, relating to Landfill, Sewer and Water Services.
Regulatory and other Authorities e.g. EPA and REROC	Contractual agreements. Reports and Returns.

Selection requirements

Selection Criteria:

Essential Criteria:

Tertiary qualifications relevant to the role, such as a Degree or Diploma in Environmental or Civil Engineering, or similar. Those with extensive relevant experience may also be considered.

Current Class 'C' Driver Licence.

Current WHS Construction Induction Certificate (White card).

Sound time management and organisational skills.

Sound planning, business, administrative and computer skills.

Highly developed communication (oral and written), and interpersonal skills, including sound conflict resolution, negotiation and presentation skills.

Highly Desirable Criteria:

Substantial work experience relevant to the role, including application of engineering skills; delivery of complex capital projects; including Project and Contracts management.

Sound knowledge of statutory requirements of various acts and regulations, relevant to the position and solid understanding and experience in risk assessment of projects, activities and tasks.

WHS and EEO

Demonstrated knowledge of and commitment to EEO and WHS principles, practices and legislation.

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Sitting (driving + Workstation) – Constant

Kneeling - Occasional

Bending/stooping – Frequent

Reaching overhead - Frequent

Squatting/crouching – Frequent

Repetitive forearm, hand and finger movements–

Fine finger manipulations (keystrokes) – Frequent

Frequent

Sun/UV exposure

Lifting/carrying – Occasional

Immunisation Requirements



This position has been identified by Bland Shire Council as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Core Capabilities

Manage Self: Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.

Communicate and Engage: Communicate clearly and respectfully, listen and encourage input from others.

Plan and Prioritise: Plan and organise work in line with organisational goals and adjust to changing priorities

Asset and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly.

Manage and Develop People: Engage and motivate staff, develop capability and potential in others