

# Position Description



Position Title	Senior Engineer Water & Wastewater
Department	Water and Wastewater
Reports to	Manager Water and Wastewater Operations
Grade	11
Date reviewed	October 2021

## Primary Purpose

The Senior Engineer WWW is responsible for the effective coordination and delivery of day to day operations, planning and minor capital works programs, the provision of technical support to ensure engineering works are carried out to required specifications, within timeframes and within allocated budgets and assist staff and the general public with enquiries.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.






## Key Accountabilities

- Provide engineering advice to the Supervisor/s, Technical Officers on the operation and maintenance of Council's Water and Wastewater schemes.
- Troubleshoot and provide options to the Manager Water and Wastewater Operations on plant performance and enhance service capability of water and sewer infrastructure through effective implementation of asset management initiatives.
- Co-ordinate preparation of statutory reports and returns in relation to the performance of the water supply and waste water systems (i.e. DPIE Water Performance Reports and the EPA Sewage Treatment Plant Annual Licence returns, Water Licence returns).
- Assist in the development of maintenance management systems and processes to schedule proactive maintenance regimes that link to the Asset Management system enabling long term sustainable and efficient management of assets.
- Ensure customer requests and complaints relating to existing assets are dealt with promptly and are linked to the Maintenance Management System
- Assist in development of a Capital and Renewal Works Program, to optimise delivery of capital costs through least cost planning and assist in overseeing and inspecting construction programs to ensure capital works are delivered to satisfactory standard and that ongoing operation and maintenance costs are minimised

- Assist with coordination and project management planning, design & documentation, tendering and project delivery of minor capital projects being undertaken by consultants and contractors
- Supply asset information to developers evaluating development proposals in respect to water and wastewater service provisions and carry out inspections of the works undertaken by developers prior to handover to Council for operations
- Processing of S68 Water and Wastewater connection applications and drainage diagrams
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Water Wastewater Operations, which are within his/her skills, competence and training.

## Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Advanced

### Essential Criteria

1. Tertiary qualifications in an appropriate engineering field sufficient to gain membership to the Institute of Engineers Australia,
2. Knowledge of engineering principles applicable to the water and wastewater industry, and best practice management guidelines,
3. Excellent oral and written communication skills,
4. Demonstrated time and project management skills,
5. Strong customer service focus,
6. Sound computing skills,
7. Sound knowledge of WHS principles,
8. Be available for emergency on-call,
9. Current Class C drivers licence.

### Desirable Criteria

1. Previous experience in water and wastewater industry,
2. Knowledge and understanding of the relevant Laws, Acts and Standards,
3. Contract management skills,
4. First Aid Certificate.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date