

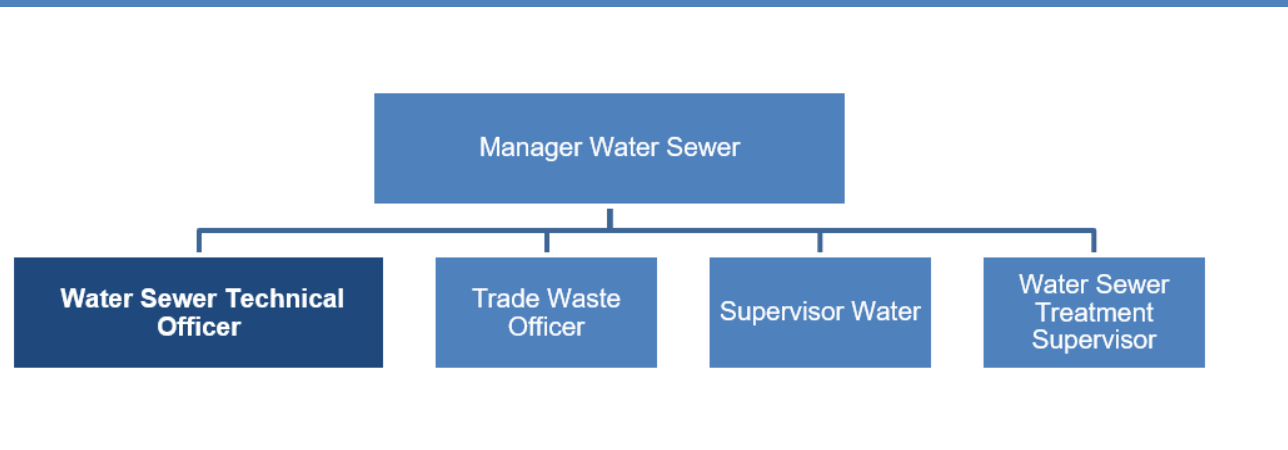
Position Description

Position Title	Water Sewer Technical Officer
Position Code	ENG034
Directorate	Infrastructure & Works
Department	Water and Sewer
Reports To	Manager Water Sewer
Direct Reports:	Nil
Position Classification	Administrative/Technical/Trades Band 2, Level 1 -2
Position Status	Permanent (Pathway)
Position FTE Hours	35 hours
Allowances	Nil – 3.5% CLA on Engineering status
Special Conditions	Nil.

PRIMARY PURPOSE OF THE POSITION

Provide practical technical support across Council's water and sewer services, focusing on water quality, treatment compliance and reliable operational information. Work closely with the Supervisor Water and Supervisor Water Sewer Treatment and wider team on recurring operational, compliance, project and process-improvement work. Apply and share engineering knowledge within demonstrated competence, using approved methods and agreed review points under the Manager Water Sewer's direction.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

	<i>Indicative %</i>
Technical support for water and sewer operations, water quality, treatment compliance, process improvement and practical knowledge sharing.	50%
Technical support for water and sewer projects, asset investigations and engineering documentation.	30%
Own structured development in water and sewer engineering principles, subject to an agreed funded training plan, nominated mentor and resource review.	20%

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Essential Qualifications and Requirements

- Demonstrated competence in the technical skill areas required at appointment, supported by relevant technical qualifications, specialist skills training or equivalent demonstrated competence acceptable to Council.
- Current Class C driver licence valid in NSW for travel between Council sites.
- Willingness to complete role-relevant learning in water and wastewater treatment, water reticulation modelling, design software and construction safety.
- Willingness to undertake (or undertaking) further relevant qualifications or study in water industry operations, engineering, environmental science or a related technical field beyond the confirmed appointment requirements.

Licences and Compliance:

- Current Class C Drivers Licence

Personal Attributes

- Strong technical precision, ensuring engineering plans, inspections and compliance assessment are accurate, thorough and aligned with Council standards.
- Commitment to safety first thinking, consistently integrating WHS and risk considerations into reviews, inspections and advise.
- Strong diagnostic skills, able to assess engineering problems on-site and provide practical solutions within statutory frameworks.
- A solid 'can do' attitude with complex problem solving and solution finding at your core
- Highly agile, resilient and able to manage multiple competing demands
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrated ability to model Council's key values and desired behaviour

Skills and Experience:

- Minimum of 2+ years' experience working in similar environments across technical areas
- Demonstrated ability to apply practical engineering principles, gained through work, study or training, to technical problems; a foundation relevant to water or wastewater systems and the ability to learn treatment and network operations.
- Demonstrated ability to use spreadsheets, check data completeness, units and calculations, identify abnormal results and trends, investigate discrepancies and communicate findings accurately.
- Ability to read technical information and prepare clear records, simple procedures, reports or project documentation appropriate to the task.
- Clear written and verbal communication, with the ability to work respectfully with operators, technical staff, contractors and customers.

EQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

- Ability to organise and complete routine technical work using approved methods and agreed industry review points, meet deadlines, recognise limits and escalate risks or matters needing specialist judgement.
- Commitment to safe work, environmental protection, accurate records and Council's values, including following instructions and approved procedures.
- Experience (or willingness to learn) with SCADA data, asset systems, GIS, hydraulic modelling, design software or small infrastructure projects.
- IT: Confident in technology systems such as customer management, online financial systems, tasking, project management tools and the full Microsoft 365 products.

POSITION ACCOUNTABILITIES AND DUTIES

Water Quality and Treatment Compliance Support

Analyse water and wastewater sampling, laboratory, operational and SCADA data with the Supervisor Water Sewer Treatment. Check short- and long-term trends against approved requirements; investigate gaps and discrepancies, promptly escalate abnormal results and maintain traceable records. Support calibration and analyser checks within authorised procedures.

Immediately escalate suspected water-quality, environmental or treatment-process incidents through Council's approved response arrangements. Complete assigned investigation, follow-up and recording tasks.

Maintain the agreed compliance calendar and prepare evidence and draft inputs for the annual drinking-water audit and applicable reports and returns. Prepare updates to the Drinking Water Management Plan, incident response documents and treatment procedures for responsible officer review and approval.

Operational and Engineering Support

Carry out assigned site inspections, sampling, asset-data checks and routine technical enquiries; provide information for maintenance planning. Undertake field tasks where appropriate.

Complete routine calculations, data analysis and practical investigations using approved methods and agreed review points. Record assumptions, evidence and recommendations; obtain appropriate technical review before recommendations are adopted for operational changes, designs or works.

Investigate recurring faults, abnormal trends, inefficiencies and service issues with operators and supervisors. Record evidence, practical options and agreed actions; track actions to closure and escalate overdue or unresolved matters.

Under the guidance of a suitably qualified engineer or specialist, develop and complete design of water and wastewater infrastructure and associated works.

Provide technical advisory and assistance in the preparation of grant submissions for water, sewer and trade waste projects.

Processes, Records and Team Learning

Develop practical procedures, checklists, spreadsheets and reporting processes with the staff who use them. Arrange technical review and approval, maintain version control and implement agreed improvements within authorisation.

Maintain accurate, accessible technical, asset, compliance and project records in Council systems, including sources, dates, units and review status.

Complete agreed personal development and share useful learning within the wider team.

POSITION ACCOUNTABILITIES AND DUTIES

Authority and accountability

The Manager Water Sewer sets priorities and supervises this role. The Supervisor Water Sewer Treatment directs treatment-related work within those priorities and retains operational supervision of plant staff. A nominated qualified engineer or specialist provides agreed technical review and mentoring.

Exercise only formally assigned delegations and authorisations. Obtain approval before expenditure commitments, contract instructions, regulatory submissions or changes to treatment settings, control logic or operating procedures, unless expressly authorised for the specific task.

Take responsibility for accurate, timely routine technical work within approved methods and agreed review points. Escalate risks, overdue actions and competing priorities. Success includes reliable analysis and records, timely compliance inputs, closed follow-up actions and useful project information.

KEY RELATIONSHIPS

Internal (Council)	• Manager Water Sewer: priorities, supervision, development, approvals and escalation. • Supervisor Water Sewer Treatment: day-to-day treatment work within Manager-set priorities, data review, compliance, investigations and plant procedures; operational authority remains with the supervisor. • Water and sewer operators, team leaders, Supervisor Water and Trade Waste Officer: practical technical assistance, accurate field information and shared learning. • Nominated qualified engineer or specialist: technical review and mentoring; appointment and review arrangements. Engineering, assets, finance, procurement, WHS and HR staff: specialist advice through established responsibilities.
External (industry)	• Contractors, consultants, laboratories and water-industry or regulatory contacts: technical information and coordination as directed, within authorisation. • Customers and community: factual service assistance when assigned; refer decisions and commitments through Council processes.

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Comply with the WHS Act 2011 and its regulations within the position's functions and authority, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Comply with Council's psychosocial safety management plan, report hazards and support safe work practices within the position's functions and authority;
 - Provide approved task information within competence; refer supervision, instruction beyond competence and formal competency assessment to the responsible supervisor or authorised assessor;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated supervisor, consistent with the employee's skills, competence and training;
- Financial delegation as per Council's delegation register.

ASSETS

IT and field equipment

- Laptop
- Mobile phone (e-sim BYOD or physical handset)
- Lone Worker asset when required

Fleet access

- Council fleet vehicle available for daily duties

OTHER REQUIREMENTS

- Australian Drivers Licence
- Australian Working Rights

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices) and comply with the Workplace Surveillance Policy.
- The Local Government (State) Award 2026, as varied or replaced, and any other applicable industrial instrument govern employment conditions and entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employee's key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	