



Position Description

Water and Wastewater Technical Coordinator

Applications Close:
Opened until filled

Position Title

Water, Wastewater & Waste Technical Coordinator

Position Number

WSC0062

Department

Works & Utilities

Classification

Level 7, Queensland Local Government Industry (Stream A) Award 2017 and
Winton Shire Council Enterprise Bargain Agreement 2023 as varied

Terms of Employment

Full time

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision-making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Directly: Operations Coordinator

Indirectly: Director of Works

Supervision of:

No supervision applicable

Internal Liaisons

Management, Council Staff and Council Departments as required.

External liaisons

Winton Shire Community, RAPADWSA, Consultants, DRDMW

Position objectives

The position of Water, Wastewater, Waste Technical Coordinator is to provide technical, compliance, planning and operational support for the effective management and continuous improvement of Council's water, wastewater & waste services.

Working under the direction of the Operations Coordinator, the position will have a particular focus on ensuring Council's water, wastewater & Waste systems are supported by appropriate policies, procedures, monitoring, records, asset information and regulatory compliance frameworks.

A key objective of the position is to support Council in the effective implementation and ongoing improvement of its Management Plans and associated operational practices. This includes monitoring Council's performance against the regulatory requirements and guidelines, assisting with reviews and audits, maintaining appropriate records and reporting, and identifying opportunities for improvement.

Key objectives of the position include:

- Assist Council to develop, review and continuously improve policies, procedures and operational documentation relating to water and wastewater services.
- Coordinate and monitor Council's implementation of its plans, ensuring operational practices, monitoring, record keeping and reporting are aligned with the approved plan.
- Coordinate water quality sampling, monitoring, results management and record keeping, including maintaining appropriate systems to identify and follow up issues.
- Assist with the preparation and coordination of reviews, audits, annual reporting and improvement actions.
- Develop and maintain effective internal reporting and record-keeping systems for operations.
- Identify areas where Council's existing water and wastewater practices, procedures and documentation can be improved, formalised or better aligned with regulatory and operational requirements.
- Maintain and progressively improve Council's water and wastewater asset information and GIS, in conjunction with operational employees and external consultants where specialist assistance is required.
- Develop and lead asset planning, including identifying maintenance, renewal, upgrade and future infrastructure requirements for water/wastewater and waste.
- Research emerging operational, technical and regulatory requirements and provide practical recommendations.
- Develop scopes, specifications and procurement documentation and coordinate minor projects.
- Liaise with regulators, consultants, contractors, laboratories, regulators and other external parties on technical and compliance matters associated with Council's water, wastewater and waste services.
- Work collaboratively with the Senior Plumber and other operational employees to ensure field knowledge and technical expertise are incorporated into Council's plans, procedures and improvement activities.
- Promote a culture of continuous improvement, risk management, accurate record keeping and proactive management of Council's services.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations; Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement.
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

- Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
- Inspecting plant and equipment before using it to ensure that it is safe for use.
- Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
- Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
- Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
- Monitoring and assessing WHS hazards and risks while conducting any work and reporting any issues to the relevant supervisor as required.
- Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
- Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
- Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets required.

Mandatory

- Demonstrated knowledge of, or experience in, water, wastewater and/or waste operations, water quality management, regulatory compliance or infrastructure management.
- Demonstrated ability to interpret technical information, maintain accurate records and prepare technical reports, procedures and operational documentation.
- Demonstrated computer literacy and ability to work with electronic record keeping, data management and Microsoft Office applications.
- Current Queensland C Class Drivers Licence.

Desirable

- General Safety Induction (White Card)
- Diploma or tertiary qualification in water industry operations, environmental science, civil/environmental engineering, asset management or another related discipline.
- Experience in the development, implementation, review or auditing of Drinking Water Quality Management Plans (DWQMPs).
- Knowledge of the Australian Drinking Water Guidelines and Queensland drinking water regulatory framework.
- Experience in water-quality sampling, monitoring, laboratory result interpretation and trend analysis.
- Experience in the development and review of water and wastewater policies, procedures, risk assessments and operational management plans.
- Experience with GIS and infrastructure/asset management systems.
- Experience in project management, contract administration, procurement and preparation of technical specifications.
- Experience working within local government or a regulated water service provider.
- Senior First Aid Certificate.

Additional requirements and working conditions.

The following working conditions are required:

- The Council Employee Code of Conduct applies to this position.
- Travel within the Shire may be required of this position (Council will supply a vehicle for business use only); and
- Work duties outside normal business hours may be required from time-to-time of this position.
- Travel to conferences and regional meetings.
- Participate in training provided for mandatory qualifications.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes of the position are coordinated with Council's operational and corporate plans.

The Water and Wastewater Technical Officer is a technical and operational role within Council's Water and Sewerage functions, with a focus on compliance, management systems, monitoring, technical support, and continuous improvement.

The key responsibilities of the position are:

- Manage and coordinate the delivery of relevant Water, Wastewater and Waste Business Plan actions and objectives.
- Coordinate the implementation, monitoring and continuous improvement of Council's Plans, including compliance, reporting, reviews and improvement actions.
- Develop and maintain Council's water and waste and wastewater management plans, policies, procedures, operational manuals and supporting systems.
- Coordinate water quality sampling, monitoring, microbiological analysis, record keeping and reporting, and investigate results or trends requiring further action.
- Operate and utilise SCADA and other monitoring systems for data extraction, analysis, trending and operational reporting.
- Maintain and improve asset information
- Develop and coordinate inspection, monitoring and testing programs for infrastructure in consultation with appropriately qualified staff and contractors.
- Provide technical oversight and support for water treatment and water quality management at Council recreational facilities.
- Provide technical advice and support to operational staff on water quality, SCADA, GIS, asset information, management systems and other technical matters.
- Research and investigate water and wastewater operational, compliance and infrastructure issues, providing recommendations to the Operations Coordinator and identifying opportunities for continuous improvement.
- Assist with the planning and delivery of water and wastewater projects, including scopes, specifications, procurement and technical input, and liaise with consultants, contractors, laboratories and regulators as required.
- Assist with risk assessments, operational procedures and safety documentation, including toolbox talks where appropriate.
- Maintain appropriate technical, operational and compliance records and provide a high standard of professional service to internal and external stakeholders.
- Undertake other duties appropriate to the skills, qualifications and responsibilities of the position as directed by the supervisor.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated knowledge and experience in water, waste and wastewater operations, quality management and relevant legislative, regulatory and industry requirements.

Selection Criteria 2

Demonstrated ability to work effectively within a team, prioritise workloads, meet deadlines and apply workplace health, safety and risk management principles.

Selection Criteria 3

Demonstrated commitment to continuous improvement, professional development and acquiring new technical skills and qualifications relevant to the position .

Selection Criteria 4

Well-developed written and verbal communication skills, including the ability to prepare clear technical documentation and communicate effectively with staff, management, contractors, consultants, and regulators.

Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period, and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Water and Wastewater Technical Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents, and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted. face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.