Position Description

Position Title	Senior Water Engineer
Position Number	1362
Directorate	Infrastructure
Division	Water & Waste
Reports to	Manager Water & Waste
Grade	HILL35G15
Date Reviewed	October 2026

Primary Purpose

The Senior Water Engineer is responsible for overseeing the operation of Council's water and sewer systems and implementing strategic plans and policies associated with these systems.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will contribute to Council's vision *"Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage. We have strong connections, making the Hilltops region a vibrant place to live, work, play and invest",* promote our organisational values: **Safety, Trust, Accountability and Respect** and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Provide and coordinate expert water engineering advice to the Manager Water & Waste, Water and Sewer staff and other stakeholders.
- Oversee Council's water and sewer services to ensure the provision of professional, cost effective and timely works and services which achieve desired outcomes and provide high-quality services.
- Support Council's water and sewer strategy & development, including its Development Servicing Plans (DSP), Strategic Business Plan (SBP) and Integrated Water Cycle Management (IWCM) strategy.
- Assist the Manager Water & Waste to ensure that the Water & Waste Division complies with all relevant statutory requirements including under the Local Government Act, Water Management Act, Environmental Planning & Assessment Act, Dam Management Act 2015, Protection of the Environment Operations Act and Public Health Act.
- Ensure compliance with environment protection licences, drinking water management plans, relevant guidelines and standards within area of responsibility including the NSW Department

of Climate Change, Energy, Environment and Water's best practice management guidelines for water utilities.

- Coordinate periodical & annual reporting to regulatory authorities including the NSW Department of Climate Change, Energy, Environment and Water, NSW Environment Protection Authority (EPA), Australian Bureau of Statistics & Bureau of Meteorology.
- Work collaboratively in assessment of engineering design matters with staff and internal/external stakeholders in relation to design and operational requirements for water and sewer systems.
- Assist the Engineering and Asset Standards and Strategy teams and provide input into Council's Engineering Guidelines & other standards, policies, guidelines & associated systems & procedures.
- Encourage the use of techniques and technologies that reduce demand on the natural environment and built infrastructure to support Council's move towards sustainable development.
- Analyse existing and proposed water supply and sewer systems, provide designs and estimates for systems and structures.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Recognised tertiary qualification in engineering with eligibility for Engineers Australia membership.
2. Demonstrated experience of at least 5 years in a water and sewer engineering role.
3. Demonstrated understanding of water and sewer infrastructure in both urban and rural areas.
4. High level of computer literacy, in particular: Geographical Information Systems and engineering design packages such as AutoCAD.
5. Demonstrated high level oral and written communication skills including the ability to compile comprehensive reports.
6. Basic understanding of relevant Acts and their Regulations, including the Environmental Planning and Assessment Act (NSW) 1979, Roads Act (NSW) 1993, Water Management Act (NSW) 2000 and Local Government Act (NSW) 1993, Dam Management Act 2015.
7. Construction Induction Certificate (White Card).
8. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Demonstrated experience in the use of Electronic Record Management Systems and Development Application Software packages.
3. Recognition as a Chartered Professional Engineer or Registered Engineer, or currently working towards this recognition.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:
Signature:
Date: