

# Position Description

## Technical Officer (On-site Wastewater)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** January 2020

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 2
Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Environment, Development & Strategic Planning
Team:	Environment
Work base:	Grafton or Maclean (as appropriate to the position), however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Senior Environmental Officer
Level of support and supervision:	Medium
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All Council Sections
External contacts:	General public, government agencies, consultants, developers.

### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
<b>Acceptable</b>	<b>Unacceptable</b>
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
<b>Acceptable</b>	<b>Unacceptable</b>
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Site inspections requiring walking on uneven ground and up and down slopes

Frequent driving

Frequent use of keyboard

### Purpose of the position

To assist to deliver Council's on-site wastewater management strategy and associated programs, including trade waste and Underground Petroleum Storage Systems.

To provide timely, accurate and succinct information to internal and external customers relating to the installation, operation, maintenance and upgrading of on-site wastewater management systems and Underground Petroleum Storage Systems.

To assist in ensuring that Council's obligations under the Local Government Act 1993 and the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 are met in a sustainable manner

### Major duties and responsibilities

Inspect on-site wastewater management systems and their land application areas and take action to improve or upgrade system performance in accordance with Council's adopted Strategy or policy.

Undertake and deliver Council's annual inspection program within Council's adopted On-site Wastewater Management Strategy or policy.

Undertake pre-purchase inspections of on-site wastewater management systems.

Provide relevant advice on the operation and maintenance of on-site wastewater management systems to residents and operators of various types of systems.

Ensure that on-site wastewater management requests or complaints are promptly investigated and actioned in accordance with Council policy.

Utilise AS 1547-2000 and on-site wastewater management models such as Trench 3.0 or similar models to size and design on-site wastewater management systems.

Investigate and respond to water pollution incidents as they relate to potential on-site wastewater pollution.

Ensure that acceptable standards of on-site wastewater are met and maintained and compliance is achieved with Council's On-site Wastewater Management Strategy, adopted policy, AS 3500 and the NSW Codes of Practice – Plumbing and Drainage

Liaise with Council's-Finance and Supply Section to ensure that all properties with on-site wastewater management systems are maintained with up to date fees and charging.

Assist Customer Service to provide an up to date corporate register and tracking system of onsite wastewater system performance.

Undertake audits of on-site wastewater system performance as required.

Assist with the delivery of Council's trade waste to sewer program including on-site auditing.

### Major duties and responsibilities

Inspect on-site Underground Petroleum Storage Systems for compliance with the relevant legislation and guidelines.

Represent Council in Court as required.

Provide written and oral advice.

Ensure personal knowledge and training in relevant legislation, practices and issues are maintained.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Demonstrated technical knowledge of on-site wastewater treatment

Sound knowledge of environmental or sustainability issues

#### **Licences/tickets, clearances, membership**

Current Drivers Licence

#### **Experience**

Demonstrated work place experience in wastewater management field or related discipline

#### **Position related skills**

General computer literacy including basic proficiency in Microsoft word and email and internet programs

Well developed communication skills (written, verbal and interpersonal) enabling cooperative dealings with the public and staff

Demonstrated well developed negotiation skills

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### **Education and knowledge**

Tertiary qualifications in a field relating to wastewater and or wastewater treatment; **or** equivalent relevant industry experience

Trade qualifications in a related field

Working knowledge of AS 3500 and NSW Codes of Practice (Plumbing and Drainage) and AS 1547 Onsite Waste Water Management

#### **Experience**

Demonstrated experience on-site wastewater inspections

#### **Position related skills**

Conflict resolution skills

#### Other features of this position may include

May be required to represent Council in forums or public meetings from time to time.

Occasional potential contact with challenging customers/members of public

#### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

#### Declaration

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....

*Employee*