



INFORMATION PACKAGE

POSITION VACANT

WATER AND SEWER TECHNICAL OFFICER

REF NO: ESC309

CLOSING DATE: 4.30PM TUESDAY 2 JUNE 2020

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Thank you for enquiring about this position. If, after reading the information in this package, you would like further information please contact Brett Corven on (02) 4474 7458



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



Position Description

Water and Sewer Technical Officer

Position Code	33
Division	Infrastructure Services
Location	Based from Council's main office, Moruya
Band/Level	Administrative / Technical / Trades Band 2 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide technical support, assistance and advice to ensure the provision of quality water & sewer services.

Main duties and key result areas (KRA)

1. Provide administrative and technical support in relation to water and sewer operations, maintenance and construction.
KRA: Competent administrative and technical support on water and sewer services is provided to Council and its officers.
2. Assess water and sewer referrals, provide technical advice for development applications and recommend appropriate conditions for consents.
KRA: Relevant engineering standards are applied and consent conditions are consistent with Council's Policies, Development Control Plans and Local Environmental Plan.
3. Liaise with and advise builders, developers, architects, engineers, designers and the community regarding Council's requirements on water and sewer policies, standards and practices.
KRA: Advice provided is timely, accurate and in accordance with Council's policies, standards and practices.
4. Carry out investigations and prepare concept plans for water and sewer construction works.
KRA: Investigations and concept designs are to agreed standards, meet current best practice and are in accordance with Council's requirements.
5. Carry out environmental assessments and prepare "Review of Environmental Factors" reports for water and sewer construction works.
KRA: The impacts of proposed construction works are adequately assessed and REF reports are timely and to an agreed standard and format.
6. Prepare construction cost estimates and construction programs for water and sewer construction works.
KRA: Accurate cost estimates and detailed construction programs are prepared.
7. Prepare, call and evaluate quotations water and sewer projects.
KRA: Procurement is in accordance with Council's policies and procedures.
8. Prepare Consultants Briefs for investigations, call and evaluate quotations and tenders.
KRA: Consultants briefs and tender evaluation reports prepared are timely and to an agreed standard and format.

9. Prepare contract documents for service contracts and minor construction projects, call and evaluate quotations and tenders.
KRA: Contract documents and tender evaluation reports prepared are timely and to an agreed standard and format.
10. Prepare Project Management Plans for asset renewal projects.
KRA: Project Management Plans prepared are timely and to an agreed standard and format.
11. Supervise service contracts and construction projects.
KRA: Contracts are completed within agreed budgets and timeframes and meet all WHS, quality and environmental obligations.
12. Monitor and report on project expenditures.
KRA: Project expenditures are monitored and anticipated departures from approved budgets are reported promptly.
13. Prepare project progress reports for projects within responsibility.
KRA: Progress reports prepared are timely, and to an agreed standard and format.
14. Monitor and Operate SCADA and Telemetry systems.
KRA: SCADA and Telemetry systems are operated in accordance with established procedures. Water supply and sewerage system faults and alarms are reported in accordance with established protocols and within required timeframes. No system failures are attributed to SCADA system operator error.
15. Participate in a duty roster to provide after-hours support when required.
KRA: Duty roster and associated requirements are complied with.
16. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
17. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Advanced Diploma/Associate Degree in Civil or Environmental Engineering or approved equivalent, or a Diploma in Civil or Environmental Engineering and a willingness and ability to progress to an Advanced Diploma/Associate Degree (AQF Level 6) within 2 years with Council's assistance.
2. An understanding of the role of Local Government engineers.
3. Good oral and written communication skills.

4. Ability to work harmoniously in a team environment.
5. Sound computer skills.
6. Willingness and ability to follow EEO and diversity principles and practices.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Previous experience in water & sewer investigation and design.
2. Working knowledge of water and sewer industry standards.
3. Previous experience in Construction and Contract Management.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class C Drivers Licence.

The requirements outlined in Council's Policies and Codes of practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Richard Dixon – Water & Sewer Projects Officer
DATE: May 2020

CONDITIONS OF EMPLOYMENT

Position Title:	Water and Sewer Technical Officer
Reference Number:	ESC309
Grading:	Grade 14 of Council's salary system
Salary Range:	In the range of \$1,513.98 to \$1,613.58 gross per week comprised of: * \$1,382.63 to \$1,473.59 base salary, plus * \$131.35 to \$139.99 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. 3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

