



INFORMATION PACKAGE

POSITION VACANT

WATER AND SEWER OPERATIONS ENGINEER (3 YEAR FIXED TERM CONTRACT)

REF NO: ESC320

CLOSING DATE: 4.30PM TUESDAY 30 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
0419 588 681.



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 within their expression of interest 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.

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 Council's recruitment team on (02) 4474 1016.



Position Description

Water and Sewer Operations Engineer


Position Code	Fixed Term Contract
Division	Water and Waste
Location	Based from Council's main office, Moruya
Band/Level	Professional / Specialist Band 3 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 collaborate	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

Coordinate operations, maintenance and asset renewal programs for Council's Water Supply and Sewerage Schemes.

Overall Accountability

- All activities under his/her control are performed with respect to all safety, quality & environmental aspect and impact considerations.
- Liaise with the Water & Sewer Projects Engineer and Technical Staff to provide operational input into infrastructure design.
- Research and keep abreast with latest relevant technologies.
- Authorise expenditure within budget and delegated level of expenditure.

Main duties and key result areas (KRA)

1. Coordinate the operations of Council's Water Supply and Sewerage systems and facilities.
KRA: Water supply and sewerage systems are operated in accordance with agreed levels of service.
2. Develop, implement, monitor and report on water and sewer asset maintenance programs.
KRA: Asset maintenance programs are developed that minimise whole of life costs.
3. Manage the investigation, design and delivery of water and sewer renewal projects.
KRA: Annual asset renewal and capital works programs are 95% completed and are within 5% of budget.
4. Provide engineering expertise into the development and delivery of water and sewer capital projects.
KRA: Advice given is timely and accurate.
5. Manage the performance of water and sewer operational and construction staff. Take an active role in annually appraising staff performance, providing feedback towards developing increased service delivery skills and promoting a harmonious workforce.
KRA: A harmonious and positive work environment for staff is maintained and staff receive an annual appraisal with recommendations for appropriate training and development as required.
6. Manage the performance of Contractors to ensure the timely and accurate delivery of condition assessment, asset maintenance and asset renewal programs.
KRA: Programs are completed within agreed budgets and timeframes and meet all WHS, quality and environmental obligations.
7. Monitor and report on program progress and expenditure.
KRA: Program progress reports are prepared in an agreed format and frequency.

8. Engage the community as required.
KRA: Stakeholder meetings, media releases and customer correspondence are routinely undertaken to keep the community informed of programmed works to minimise customer dissatisfaction.

9. Within area of responsibility, ensure
 - the application of EEO and Diversity principles, and
 - the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

Qualifications/Experience (Selection Criteria)

Essential

1. Degree in Civil or Environmental Engineering or equivalent (AQF Level 7).
2. Significant recent experience in the operations and maintenance of water supply and/or sewerage systems.
3. Proven staff management skills.
4. Understanding of asset management principles.
5. Proven ability to use effective decision making and problem solving techniques / processes.
6. Highly developed organisational, written communication and interpersonal skills.
7. Proven word processing / spreadsheet / database skills.
8. Knowledge of budgetary and financial preparation, monitoring and control.
9. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Desirable

1. Post-graduate qualifications in Asset Management, Engineering or Environmental Science (AQF Level 8-9).
2. Demonstrated experience in contract management and management of contractors.
3. Proven ability to manage projects and to organise, plan, lead and co-ordinate the activities of staff and contractors and to proactively resolve issues with minimal guidance.

Licence requirements

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

Mandatory licences required prior to commencement

1. Work Safely in the Construction Induction (White Card)
2. Current Class C drivers Licence.

Mandatory licences required to obtain with Council assistance if not currently held

1. Enter and Work in Confined Spaces
2. First Aid Certificate.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check.

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

EMPLOYEE: Vacant
SUPERVISOR: Brett Corven – Divisional Manager, Water & Sewer
DATE: June 2020

CONDITIONS OF EMPLOYMENT

Position Title:	Water and Sewer Operations Engineer
Reference Number:	ESC320
Grading:	Grade 19 of Council's salary system
Salary Range:	In the range of \$108.8k to \$116k gross per annum comprised of: <ul style="list-style-type: none"> * \$96k to \$102.5k base salary, * \$3.3k to \$3.5k Civil Liability allowance, plus * \$9.4k to \$10k superannuation (calculated at 9.5%)
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
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.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
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.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.



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 the Moruya Depot and 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

