

Position Description

Engineer - Treatment and Catchment



Position Title	Engineer - Treatment and Catchment	Role ID	WOENG3
Division	Engineering	Unit	Water and Wastewater - Operations
Job Grade	8	Award	35
Reports To	Manager Water and Wastewater - Operations		
Revised/Created	June 2020 – Revised		

Primary Objective

- Coordinate water treatment processes and management of the Drinking Water Quality Management System to ensure the achievement of quality targets and regulatory requirements ensuring public and environmental health associated with Water Treatment is maintained.
- To ensure Council's water treatment plants, dams, weirs and associated facilities are efficiently and effectively operated, maintained and meet OHS requirements

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.



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Water and Wastewater - Operations Unit

The Water and Wastewater - Operations Unit is one of five within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning, asset management, and the capital delivery, of Water Supply and Wastewater systems and also includes the Tweed Laboratory Centre.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The Position

With only high level direction from the Manager Water and Wastewater Operations the position is required to coordinate monitoring, operations, maintenance and performance of:

- Councils Dam, 2 x Weirs, 3 x Water Treatment Plants
- Catchment properties
- Associated facilities

The position is required to coordinate water treatment processes and management of the Drinking Water Quality Management System to ensure quality targets and regulatory requirements are achieved to maintain public and environmental health associated with Water Treatment.

Additionally the position is required to ensure these facilities are efficiently and effectively operated, maintained and meet OHS requirements.

The position shall provide professional advice to the Water and Waste Water Business and Assets Unit on plant strategic development, capital works and asset management.

The position is to ensure the comprehensive recording of operational and performance data to meet both Council's and regulatory requirements and permit ongoing detailed analysis. The position shall recommend appropriate plant optimisation and improvement projects. It is responsible for managing a budget for the plant with an operational expenditure of around \$2 million per annum.

It is essential that the incumbent possess a sound knowledge of the treatment processes that Council operates and resolve and research complex plant issues as required. They are also required to understand the government bodies that regulate water quality and license treatment plant discharges as well as the ability to be able to effectively manage an operational workforce in a changing environment.

This role will be required to work together with and provide technical support for the Engineer – Wastewater Treatment Plants at Tweed Shire Council. Both the Engineer Water Treatment and Catchments as well as the Engineer Wastewater Treatment will also be required to provide process engineering support to other areas of the Water and Wastewater Operations Unit as well as the Water and Wastewater Business and Assets Unit.

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The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Staff Management	<ul style="list-style-type: none">• Lead the water treatment and catchment team to provide secure, reliable, sustainable and high quality drinking water in a way that drives continual improvement.• Communicate frequently and effectively with reports to seek input and gain cooperation for work processes or service quality.• Ensure compliance with all requirements of the HR policy within area of control.• Responsible for determining and managing people resource requirements of the team.• Responsible for performance management of direct reports in accordance with the relevant HR policy and ensures the same is carried out for all employees under the control of the position.• Responsible for the identification and implementation of staff development needs.• Prepare and maintain all position descriptions and progression tables in the team to meet current job requirements and ensure competency assessment is undertaken in accordance with relevant HR policy.• Resolve staff problems including conflicts between staff, management, other Tweed Shire Council staff and members of the community.• Ensure resources are adequately allocated to meet Councils After Hours requirements.• Management of 2 direct reports and team of 8 staff.
2. Administration	<ul style="list-style-type: none">• Check and approve employee time sheets and/or attendance sheets to ensure consistency across the Unit.• Respond to customer requests for all plant related matters.• Define, assess and approve external orders to level of delegation.• Ensure that all data collection activities are undertaken to comply with the Water and Wastewater Operations Units and Councils reporting policy and requirements.

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3. Budget	<ul style="list-style-type: none">• Manage an Operating Expenditure of approximately \$2million.• Prepare the operating budget.• Critically monitor budget to ensure timely and efficient and effective use of Council resources.• Provide recommendations for Budget Quarterly Reviews.
4. Policy	<ul style="list-style-type: none">• Develop and maintain policies in areas of responsibility.• Contribute to the updating of Council's Operational Management System.
5. Water Treatment Operations	<ul style="list-style-type: none">• Ensure compliance and implementation of Australian Drinking Water Guidelines and NSW Department of Health criteria.• Coordinate catchment management activities for the protection of Council's water supply.
6. Operations	<ul style="list-style-type: none">• Provide guidance and advice on process engineering aspects on the day-to-day operation of the treatment plants.• Provide problem solving for operations, maintenance and troubleshooting for all treatment plants.• Manage Asset Maintenance Programs for all treatment plants, dam and weirs.• Respond to customer enquiries providing technical advice and written responses in a timely fashion and in accordance with Councils Policy.• Provide afterhours stand-by services for emergency situations for dam and treatment plants.• Analyse critical process data and ensure treatment plants are operating effectively and efficiently, meeting environmental and public health requirements.• Implement and review sampling programs in line with regulatory requirements.• Report to Manager Water and Wastewater Operations on plants performance.• Develop and implement OHS management systems for treatment plants and dam.• Develop and monitor contracts for supply and services relevant to area.

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The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017, new staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position to undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Liaise with most units of Council both indoor and outdoor to achieve project outcomes, policy changes, staff direction and management, and financial objectives.

External Relationships

- Liaise with members of the public, Government Agencies, Suppliers, Contractors, Consultants, and industry peers to ensure project outcomes, operational compliance, quality customer service, and professional development.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the Manager. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

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Delegations and Authorities



Designated Person

This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Bachelor of Civil, Chemical or Environmental Engineering or relevant equivalent qualification, and extensive relevant industry experience in water treatment processes and/or wastewater treatment processes.
2. Current Vehicle Licence – Class C or equivalent.
3. Demonstrated knowledge in operating principles of water and wastewater treatment.
4. Demonstrated experience and knowledge in chemical and biological processes of water treatment and ability to trouble shoot, problem solve and optimise processes.
5. Demonstrated experience in dam operations and associated catchments.
6. Demonstrated knowledge of legislative requirements relating to water treatment plants and dams, including, NSW Department of Health and Australian Drinking Water Guidelines and Environmental protection Licences
7. Demonstrated knowledge of OH&S obligations and ability to maintain a workplace in accordance with legal OH&S requirements.
8. Demonstrated competence in the Management of staff.
9. Ability to critically analyse and interpret data and trends
10. Demonstrated high level written and oral communication skills including conflict resolution.

Desirable:

11. Demonstrated knowledge of Telemetry and SCADA operations.
12. Demonstrated competence in the preparation of budget and monitoring of expenditure.
13. Experience in Membrane Water Treatment Plants.

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Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Highly Adept
Display Resilience and Adaptability	Highly Adept
Act with Integrity	Highly Adept
Demonstrate Accountability	Highly Adept
Relationships	
Work Collaboratively	Highly Adept
Communicate with a Customer and Community Focus	Highly Adept
Influence and Negotiate	Highly Adept
Results	
Plan and Prioritise	Highly Adept
Think and Solve Problems	Highly Adept
Deliver Results	Highly Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	Highly Adept