

POSITION DESCRIPTION



Position Title:	Water & Sewerage Officer
Date:	January 2022
Department:	Engineering & Regulatory Services
Supervisor:	Environment & Regulatory Services Team Leader
Remuneration:	
Agreement:	McKinlay Shire Council Certified Agreement 18- 21
Hours of Work	76 hour fortnight, Monday - Friday. With additional hours as necessary to complete the requirements of the role, or as directed by the Director Engineering & Regulatory Services.

OBJECTIVE OF THE POSITION

The Water & Sewerage Officer, as part of the Council's Engineering & Regulatory Services Department, is responsible for providing quality water supply, wastewater treatment, plumbing, drainage and gas services to McKinlay Shire's communities whilst minimising disruption to essential services.

ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 40,880 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef and wool production, mining ventures at South 32 Cannington (the largest silver/lead mine in the world), Eloise Mine and tourism.

Council supports highly motivated and committed managers to provide leadership to achieve these objectives.

McKinlay Shire Council is responsible for the provision of traditional services such as roads, water, supply and sewerage. Under the Local Government Act (2009), it is also required to address the social, economic and cultural Engineering needs of the community and improve local living environments. These services are provided by approximately 65 staff and by contracting specific service delivery activities.

Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Council's leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.

- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

DUTIES AND RESPONSIBILITIES

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

Water Supply, Wastewater, Treatment & Plumbing

- Complete installation and repair works to Council facilities and infrastructure and ensure they meet the relevant plumbing and drainage codes, the Australian Drinking Water Guidelines standards and any relevant licences conditions (eg DEHP licence).
- Operate and maintain equipment, plant and machinery in accordance with Council requirements and to manufacturer's instructions;
- Co-ordinate daily tasks and activities, assist with after hours work and be part of an on-call support roster of the water and waste water operations and maintenance;
- Conduct plumbing and drainage activities within McKinlay Shire of a routine or reactive nature both scheduled and unscheduled;
- Ensure all Council water and waste water mains, reticulation and associated infrastructure are maintained or replaced to avoid disruption of service to the residents of the towns and communities of the McKinlay Shire;
- Assist as required in accordance with legislation and industry standards in the areas of plumbing and water and wastewater compliance;
- Implement planned maintenance schedules, carry out manual labour activities required for operation and maintenance of water supply and wastewater network infrastructure which can include housekeeping activities such as:-
 - Mowing, whipper snipping, weeding, de-cobweb, sweeping, dusting, removal of trip hazards, stacking and packing materials and equipment.
- Undertake technical and trade based activities as required on water/sewer/reticulation & treatment infrastructure
- Be prepared to work with a live sewer environment.
- All other duties as directed by Team Leader or Director;

Administration

- Assist in or prepare RFQ documentation, call for quotes and assess quotes, and undertake administrative and site supervision for effective delivery of all operational projects / material supplies as required or directed;
- Undertake job planning, job safety, risk assessments, quality monitoring and reporting, identifying and reporting on failures, causes and remedies, receiving and closing customer requests and marking up Council plans for asset accuracy.
- Monitoring equipment performance and preparing weekly and monthly reports.
- Provide verbal and written reports as required.
- Undertake customer liaison as to Councils Policies and Procedures
- Assist in the development, continual improvement and the implementation of standard operating procedures across all water and wastewater facilities and ensure standard operating procedures are followed;

- Identify and maintain registers on critical assets and critical spares and ensure critical spares are maintained at desirable levels. Where necessary, advise supervisor of asset deficiencies.

Communication and Staff Development

- Communicate effectively with colleagues and customers;
- Present a positive image of the McKinlay Shire Council to the residents and the community through good service and professionalism;
- Actively participate in team meetings and training opportunities;

PERFORMANCE INDICATORS

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Environment and Regulatory Services Team Leader;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality, reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Supervision Responsibilities:	Assistant staff when utilised and contractors
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies.
Relieves:	Nil
Expenditure:	Refer to Councils Procurement Policy
Liaison Responsibilities:	Other Departments within Council Inter-related Government agencies Other Government Departments and Local Governments Community members Community groups and agencies Council staff with respect to duties allocated Guests of McKinlay Shire Council

WORKPLACE HEALTH & SAFETY

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
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SELECTION CRITERIA

SC1 Skills/Requirements:

Essential

- Demonstrated high level of ability to work effectively with a small group or unsupervised.
- Demonstrated high level of ability to take personal responsibility for the prompt handling and resolving of assigned work tasks

- Demonstrated ability to perform a diverse range of physical duties particularly manual handling and labour duties
- Sound level of literacy and numeracy skills and an aptitude for problems solving and fault finding skills.
- Demonstrated ability to communicate effectively both written and verbally.
- Skilled in the use of computer and industry standard software (knowledge and ability to use Microsoft Office, Authority Software, Mapping Software).

Desirable

- Demonstrated ability to operate and report via SCADA systems.
- Ability to complete reports for DEWR, Government agencies etc

SC2 Qualifications or Relevant Experience:

Essential

- Current QLD Plumbers/Drainers license
- Possession of a current QLD Driver's license

Desirable

- Cert III in Water/Sewer Operations.
- Current Backflow Prevention endorsement.
- Confined Space Training.
- Working at Heights Training.
- Qualification in TMV installation, maintenance and design.

SC3 Knowledge:

Essential

- Demonstrated understanding and knowledge of water, wastewater treatment, supply and disposal.
- Knowledge of the Workplace, Health and Safety Act 2011 and Regulations;