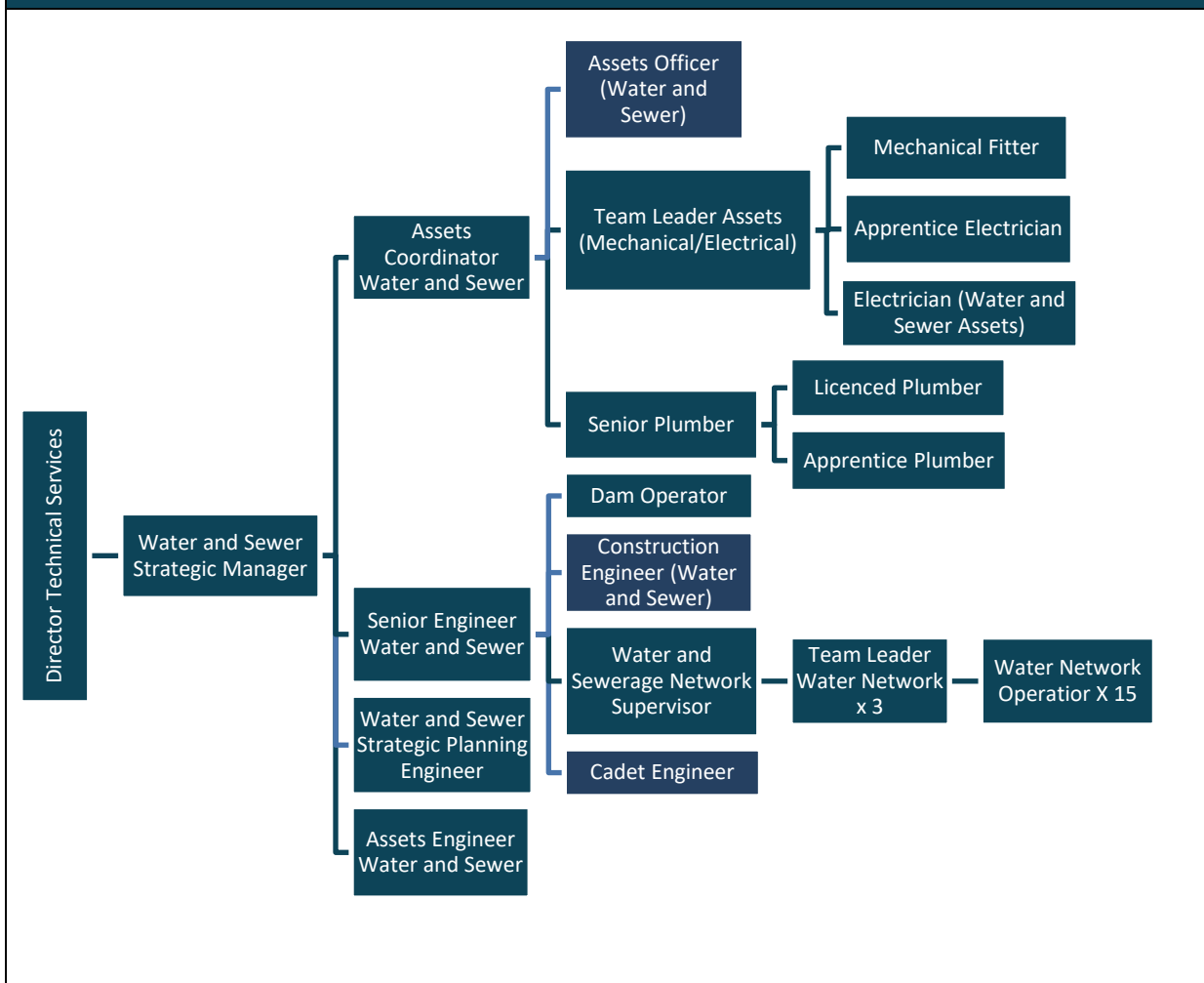


Position Title:	Water and Sewer Engineer (Assets)
Position Number:	5142
Division:	Technical Services
Section:	Water and Sewer
Grade:	11
Delegations:	As allocated in the Delegations Register
Position FTE Hour	35

Primary Purpose of Position

Ensure that Council’s water and sewerage related asset management systems are relevant, best practice models containing accurate data that ultimately informs sustainable annual and long term works programs.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Tertiary qualifications in Civil, Mechanical or Electrical Engineering or associated discipline
- General Construction Induction Card (White Card) or ability to acquire
- Current Class C driver's licence

Skills and Experience

- Demonstrated experience in asset management planning with particular skills in programming the maintenance, renewals, upgrading and construction of mechanical, electrical and civil works infrastructure
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Experience in a similar role including public works engineering design or similar field at both a strategic and an operational level
- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving
- Strong analytical skills and attention to detail
- Understanding of water distribution and sewer system design principles
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated project management experience in a complex organisation
- Demonstrated knowledge of Australian Standards and regulations pertaining to the Water and Sewerage Industry

Key Accountabilities/Duties

- Develop, implement and review Council's Water and Sewer Asset Management Plans for the preventative maintenance, renewal, upgrade and expansion of water and sewerage infrastructure including pipes, pump stations, reservoirs, dams, and treatment plants
- Ensure Council has accurate water and sewerage asset data with regard to attributes (quantity, location, age, type), condition and defects to enable the identification and development of renewal programs and funding needs
- Manage and coordinate consultants, teams and contractors for specific projects
- Collect and verify asset inventory data provided by Council's staff upon completion of works and enter into Council's inventory system
- Compile end of year capitalisation reports for Council's finance section for inclusion into statutory reporting processes
- Provide input into the development of the 30-year financial plans for Council's Water Fund and Sewer Fund, including capital works, development contributions, fees and charges, on an annual basis, in coordination with the Water & Sewer Strategic Manager and Chief Financial Officer
- Provide input into development of long-term water and sewerage strategies as required, such as Regional and Local Town Water Strategies, Integrated Water Cycle Management Plan, Strategic Business Plan and Development Servicing Plans

- Develop estimates for Council's Water and Sewerage Asset Management and Operational/Delivery Plans
- Operate hydraulic models to simulate and analyse the behaviour of water and sewer networks, including determining analysis factors, evaluating system performance, scenario testing and planning, data management, training and knowledge sharing, and reporting on such analysis
- Provide input into development of long term water and sewerage strategies as required, such as Town Water Strategy, Integrated Water Cycle Management Plan, Strategic Business Plan and Asset Management Plans, Section 64 Developer Contributions Plan
- Coordinate and undertake the annual Local Water Utility performance reporting to the Department of Planning and Environment, Water for Orange City Council, on an annual basis
- Investigate and advise the Water & Sewer Strategic Manager on various infrastructure related issues associated with Council's water and sewerage assets
- Research and develop quality/best practice programs and procedures within the Water and Sewerage Section
- Mentor and support students/cadets as required
- Undertake document review and updates to annual plans in relation to water and sewer as required
- Preparation of a range of reports, documents, studies and presentations, including but not limited to: internal reports to management or Council; external reports to government agencies, funding bodies; technical presentations for internal/external stakeholders
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Ownership - Demonstrates "Achieves It"</p> <ul style="list-style-type: none"> Take responsibility and ownership of work and delivering to quality standards Undertakes work with care and concern for results achieved Demonstrates ownership through language and behaviour Speaks up when errors made Able to get work completed to the required standard.
Relationships	<p>Communicate and Engage - Coaches "Shares it"</p> <ul style="list-style-type: none"> Communicate clearly and respectfully, listen, and encourage input from others Tailors content, pitch and style of communication to the needs and level of understanding of the audience Clearly explains complex concepts and technical information Adjusts style and approach flexibly for different audiences Actively listens and encourages others to provide input Writes fluently and persuasively in a range of styles and formats
Results	<p>Plan and Prioritise - Demonstrates "Achieves it"</p> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> Participates constructively in unit planning and goal setting Helps plan and allocate work tasks in line with team/project objectives Checks progress against schedules Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules
	<p>Problem Solving - Coaches "Shares it"</p> <p><i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Technical	<p>Health, Safety and Environment - Coaches "Shares it"</p> <p><i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i></p> <ul style="list-style-type: none"> Pulls others up if their actions are unsafe Makes time for face to face discussion about safety Visibly checks and takes action to maintain health of self and others Coaches and supports others on what constitutes safe workplace behaviour

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the

organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.



I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee	
Date Signed	