

## Position Description

<b>Position Title:</b>	Process Engineer (PN 161)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Water and Sewer		
<b>Date Approved:</b>	December 2019		
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Band 3, Level 3
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 6

### 1. Context

The Water and Sewer team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

### 2. Primary Objective (Role Purpose)

Actively participate in the planning, operation, maintenance and monitoring of the water supply and waste water treatment facilities and associated assets, to understand and work to Health, environmental, safety and Council standards, for the benefit of the Kempsey Shire community.

The position is responsible for:

- The day to day operation and maintenance of Council’s water and wastewater treatment systems including other headworks items such as bore fields and an off creek storage dam.
- Provision of water supply distribution and wastewater collection for the community.
- Identify improvements, upgrades and/or optimisation opportunities of water & wastewater treatment facilities
- Developing and implementing procedures and controls to manage the risks to the quality of the drinking water supplied to the community in accordance with Council’s Drinking Water Quality Management Plan. This position is a secondary level position within the organisational structure which supports implementation of the Drinking Water Quality Management Plan. The position is required to supervise, monitor and evaluate the effectiveness of existing controls and act upon any areas of deficiencies in accordance with the implementation plan.

### **Key Accountabilities**

- Operate Council’s water and wastewater assets (in particular, headworks and treatment assets) in compliance with customer service standards, asset policies and plans, workplace safety, health, environmental and other regulatory requirements and Council’s policies and business requirements.
- Maintain, improve and optimise the performance of Council water and wastewater treatment systems
- Manage incidents and interruptions with a view to maintaining customer service standards
- Establish and implement protocols for monitoring performance and collection of infrastructure and service management statistics
- Manage related water and wastewater information on Council’s GIS and infrastructure management system
- Maintain close liaison with other levels of government, statutory authorities, industry bodies and other organisations as appropriate to cover all aspects of the Council’s water & wastewater systems
- Monitor and report on the operation and performance of the Process Unit to the Manager Water and Sewer or their delegate
- Manage water and sewer infrastructure upgrades, renewals and new asset projects
- Develop and manage the Water and Sewer Process budget to ensure expenditure is within budget constraints and report to the Manager Water and sewer
- Manage, supervise and mentor Process staff
- Ensure all staff have clearly defined responsibilities, objectives and performance criteria covering their positions
- Review, maintain & continue the development of Council’s Drinking Water Quality Management System including ensuring that all operational staff are aware of their responsibilities under the plan and ensuring that the records/documentation required by the plan is captured and stored in Council’s records management system
- Performing other reasonable duties as directed by the Manager Water and Sewer or their delegate

### 3. Core Competencies (Knowledge Skills and Experience)

#### Qualifications

- Tertiary qualifications in a relevant discipline: engineering, environmental, science or similar.
- Current Construction Induction Certificate.
- Hold and maintain a current NSW Driver’s licence.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee’s responsibility to notify Council as soon as practicable.

#### Experience

- Demonstrated knowledge of, and experience with water, waste water and recycled water treatment plant processes. Experience with the technical and operational aspects of providing water and wastewater services to geographically dispersed populations would be highly regarded.
- Demonstrated knowledge of the Australian Drinking Water Guidelines and the application of risk based management control to ensure the quality and delivery of safe drinking water.

#### Skills

- Proven capacity to think strategically based upon an analysis of performance data, asset condition, total life cycle costs and changing external factors.
- Demonstrated ability to work both independently and in a team environment to anticipate and identify problems, obstacles and opportunities and resolve problems by making good decisions based upon a mixture of analysis, experience, and judgment.
- Well-developed organisation/planning skills with the ability to set work priorities, methods and work flow to accomplish objectives.
- Demonstrated customer service focus and superior communication skills, both verbal and written

### 4. Supervision Received

This role reports to the Manager Water and Sewer.



**“Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley”**

## 5. Supervision Exercised

The following roles report to the Process Engineer:

- Team Leader Water Treatment
- Team Leader Sewer Treatment
- Technical Officer Process
- Liquid Trade Waste Officer
- Water Quality Officer

### Role Authorisation

\_\_\_\_\_

Manager Name

\_\_\_\_\_

Manager Signature

\_\_\_\_\_

Dated

### Role Acceptance

The work of the role has been discussed and explained to me and I expect to be held to accountable for work performed in accordance with this role.

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Dated