

POSITION TITLE:	SENIOR WATER & WASTEWATER ENGINEER
SECTION	WATER & SEWERAGE
DIRECTORATE:	UTILITIES

1. REMUNERATION

Grade 20 of the Griffith City Council Salary

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Water & Wastewater Manager
- b) **Positions directly reporting to this position:**
NIL

3. PURPOSE

To plan and prepare detailed engineering designs for Water & Wastewater systems that reflect a high-quality design and comply with relevant codes, standards and Acts. To identify areas for improvements in the Water and Wastewater System to optimise processes to reduce operation and maintenance costs. Also, to prepare, supervise and monitor contracts from design phase through to final handout.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Director, Utilities
- Water & Wastewater Manager
- Engineering Design & Approvals Manager
- Automation Technician
- Water and Waste Water Coordinator
- GIS staff
- Engineering Design & Survey staff
- Treatment Plants Coordinator

External

- Consultants
- Contractors
- Government Departments and Agencies
- Trades & Materials suppliers



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace



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Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices
Environment	• Consider the protection of the environment when undertaking all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Provide technical and design advice to Water and Wastewater team to ensure current demands and Strategic Planning objectives are achieved.
- Ensure projects are carried out in accordance with the Water and Sewer Guidelines and Australian Standards
- Identify areas where the infrastructure related to the treatment and delivery of Drinking Water, Raw Water and Wastewater is operating inefficiently and provide solutions in order to optimise the infrastructure.
- Ensure the GIS mapping system (Intramaps) and asset registry is a reliable source of information that is regularly updated with current information relating to Water and Wastewater infrastructure.



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7. KEY DUTIES

- In consultation with the Water & Wastewater Manager, Treatment Plants Coordinator, and Water and Wastewater Coordinator, develop works programs and projects schedules.
- In consultation with the Water & Wastewater Manager, organize survey, data collection and site investigation works for the Water and Wastewater capital works programs.
- Prepare original detailed engineering design drawings of infrastructure for various water, sewerage works including:
 - Water and Sewer mains and associated works
 - Sewer pump station and equipment refurbishment / upgrades including civil, electrical and mechanical
 - Reservoir / standpipe refurbishments / upgrades – internal and external
 - Raw and potable water pump station upgrades including civil, electrical and mechanical
 - Water & Wastewater treatment plants upgrades including civil, electrical and mechanical
- Prepare contract specifications for the above projects and be on the assessment panel for tender bids.
- Prepare detailed cost estimates for capital projects.
- Supervise staff and contractors carrying out capital works projects in the Water and Wastewater area.
- Inspect works to ensure compliance with design specification, codes, standards and WHS requirements
- Monitor and report on project budgets and give approval for progress claims on contracts to be paid.
- Provide Engineering advice and recommendations to staff, contractors and consultants regarding the operation, performance and treatment processes of Council's Water Treatment Plants, Sewage Treatment Plants and the Griffith Water Reclamation Plant and associated reticulated systems.
- Review, recommend and assist in improving Water and Wastewater assets database.
- Obtain knowledge in the Council's SCADA (Supervisory Control and Data Acquisition), and PLC (Programmable Logic Controller) packages.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B & Tetanus and will be arranged upon commencement.



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9. KEY SELECTION CRITERIA

ESSENTIAL

- Tertiary Engineering Qualifications suitable for acceptance to the Institution of Engineers Australia as an associate member.
- Extensive knowledge and demonstrated experience in the engineering design of water and wastewater infrastructures.
- Demonstrated experience and advanced understanding of the functions of both water and wastewater treatment operations and maintenance.
- Demonstrated experience in the project management of civil / mechanical works in water and wastewater or related field.
- Demonstrated ability to manage and lead multi-disciplinary teams, contractors and manage plant and resources relating to the delivery of water and the treatment of wastewater.
- Demonstrated high level of interpersonal and communication skills (written and verbal) including report writing and the ability to relate to people across a range of backgrounds.
- Demonstrated experience with problem solving, trouble shooting and decision making.
- Demonstrated experience to analyse data including technical data of water & wastewater equipment, and asset data
- Demonstrated ability to prepare technical design drawings to defined standards utilising computerised drawing packages such as AutoCAD design software.
- Demonstrated knowledge and application of Work Health and Safety practice in work place.
- Hold a current Australian Class C driver license.
- Hold a White card/General Construction Induction Training card

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- Knowledge and experience in tendering procedures, preparation of contract documents and tender evaluations.
- Knowledge and experience in Dissolved Air Floatation (DAF) water treatment and Membrane Bioreactor (MBR) wastewater treatment processes.
- Working knowledge of 12D design package.
- Water and Sewer modelling experience.
- Knowledge of SCADA (Supervisory Control and Data Acquisition), and PLC (Programmable Logic Controller) packages

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.



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KEY

- O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 N/A Not Applicable
 ≡ Winter
 ✱ Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about					X
Driving	Tasks involve operating any motor-powered vehicle		X			
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces				X	
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes	X				
	Tasks involve walking whilst pushing/pulling objects					X
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X				
	Tasks involve climbing over or under machinery	X				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)					X
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					X
Gases	Tasks involve working with gases	X				
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X				
Working Environment						



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Demands	Description	Frequency				
		O	F	C	R	NA
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room	X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	X				

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: Sep 2024

Job Evaluation Assessment Date: Oct 2019

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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