

Position Title:	Technical Officer – Water and Wastewater		
Position Code:	P205	Evaluated:	26/02/2025
Award Classification:	Band:	2	Level: 1
Salary System Grade:	Grade:	4	Minimum Level: 1
Approved:	Matthew Lysaught		Date: 25/02/2025

Primary Purpose of the Position

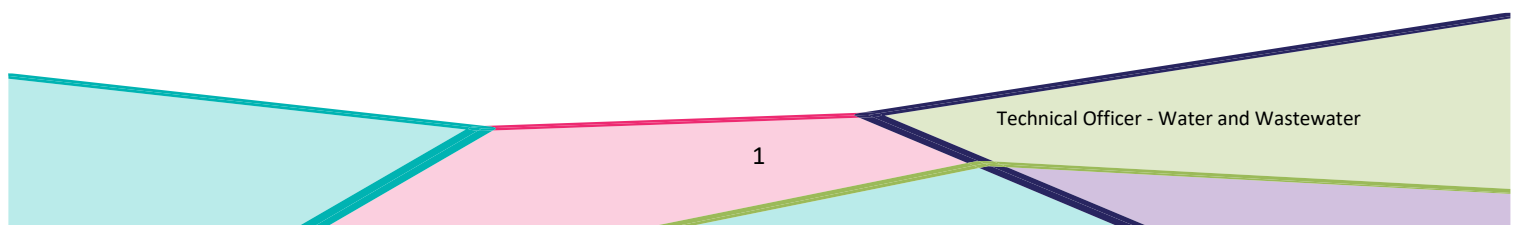
The Technical Officer – Water and Wastewater will organise asset maintenance for Council's water and wastewater assets, complete reporting requirements to ensure compliance with regulations and transparency for the community, and provide technical support for Water & Wastewater teams.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Carry out regular, documented asset condition inspections to inform the development and implementation of prioritised service, maintenance and repair programs.
2. Maintain accurate asset inventories, including critical spares, and assist to ensure the accuracy and currency of Council's asset database.
3. Schedule authorised servicing, maintenance and repair of assets through a combination of in-house and outsourced service delivery in consultation with Water & Wastewater Coordinator – Treatment Plants.
4. Ensure all works are carried out within budget as approved by the Operations Manager - Water and Wastewater.
5. Monitor and review the safety performance of contractors and ensure compliance with Council's induction process and work health and safety requirements.
6. Ensure site safety access, compliance, and signs to comply with regulations and practices for safe access and works including confined space access and procedures.
7. Produce annual performance, water quality monitoring, incidents, and environmental compliance reports for review by the Operations Manager – Water & Wastewater.
8. Provide technical support and procurement advice to Water & Wastewater operations and asset teams.
9. Any other such duties that are commensurate with the employee's skill level, competency and training.



Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Accountability - Be responsible for own actions, act within levels of authority, and understand and apply legislation, frameworks and policies	- Be accountable for your own actions - Act within delegation of authority levels, and work within legislative frameworks and policies - Understand the application of safe work practices, consider and address risks in daily operations
	Collaboration - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals	- Engage with others to share information and knowledge achieve the best outcomes - Provide support to team members in challenging situations - Collaborate to find solutions that contribute to positive, mutually satisfactory outcomes
	Effective Communication - Listen, interpret and convey information in a clear and respectful manner	- Present your ideas and views in a clear and respectful way - Consider body language and facial expressions and adapt where necessary - View concerns and disagreements as challenges to be solved, and follow issues through to resolution

Key Tickets, Qualifications and Other Skills

1. Diploma in engineering-related discipline or equivalent, or relevant trade qualification, or related work experience and willingness to achieve a suitable tertiary qualification.
2. Demonstrated organisational and planning skills, including the capacity to work to deadlines and budgets, and to set priorities.
3. Demonstrated competence in the use of Microsoft Office Software and experience in the use of relevant software programs – e.g. Asset Management, MS Project, databases, GIS management systems.
4. WHS Construction Induction (White Card).
5. Current Class C drivers licence.
6. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
7. Demonstrated Developed key capabilities as defined in the Key Capabilities Table (above).