

POSITION DESCRIPTION

Position Title:	Water and Wastewater Project Engineer	Reports to:	Water Capital Delivery / Major Maintenance Specialist
Department:	Water and Wastewater	Directorate:	Infrastructure, Assets & Projects
Stream:	Stream A admin	Pay Level:	Level 6 (Division 2 - Section 1) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Water and Wastewater Department works within the Infrastructure, Assets and Projects Directorate and delivers on the water and wastewater obligations of Council, whilst providing a high level of customer service to the community. Council's Water Team delivers the essential services of water and wastewater (sewerage) to the Southern Downs community. Water services starts at the source including the treatment and pumping of water, maintaining the network and providing water metering services. Wastewater services start with the property connection and includes maintaining the sewer network, managing pump stations and delivering wastewater treatment services at facilities across the region.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Contribute to the sustainable lifecycle management (planning, acquisition, operations maintenance, renewals, upgrades and disposal) of water and wastewater infrastructure assets. This includes catchment management, water sources (dams/creeks), water treatment, water distribution and reticulation, wastewater collection, wastewater treatment and recycling functions. Meet customer service standards; comply with legislative and regulatory requirements; regional strategies and Council's vision, strategic priorities and plans.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Lead and actively manage water and wastewater infrastructure projects from inception to completion to meet cost, time and performance criteria;
- Liaise with a wide range of internal and external stakeholders to finalise project studies. Ensure clear plans are available to proactively manage project delivery surveillance to ensure compliance with project specifications, WHS, environmental and cultural heritage requirements;
- Prepare project scope, specifications and procurement documents in accordance with Council's procurement procedure and policy;
- Preparation of tender documentation and facilitation of the tendering, award and contracting process relating to capital projects in accordance with council policies and procedures probity considerations;
- Project management and coordination of allocated capital projects dealing with a range of engineering disciplines as required including conducting site meetings with contractors, monitoring and managing project expenditure, recommendations regarding contract variations, preparation of payment certificates for submission to the Superintendent;
- Administer contracts and negotiate contractual and technical matters as authorised "Superintendent's Representative" for major contracts, as delegated by the "Superintendent";
- Oversee Contractor field activity to ensure compliance with agreed plans such as, WHS, Quality, specialist management plans, planning requirements and other permits. Surveillance activities include compliance with the issued drawings and technical specification, as well as protection of existing infrastructure;
- Advise management of project issues including risks and prepare project status and financial information reports on a monthly basis, and at key phases of project delivery;
- Comply with relevant regulatory and statutory requirements for the water and wastewater services;
- Provide sound water and wastewater technical advice to a diverse range of stakeholders.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Demonstrated knowledge and experience in engineering project management from initial scope to delivery of capital work projects preferably in water sector.
2. Demonstrated knowledge and experience in contract management and site supervision.
3. Demonstrated knowledge and experience in undertaking engineering investigations & feasibility studies to provide the best outcomes for water and wastewater infrastructure issues.
4. Demonstrated knowledge and experience in project risk, quality and commissioning management processes.
5. Experience and knowledge of operation and maintenance of water supply and wastewater systems.
6. Thorough knowledge of the work health and safety considerations relevant to the area and understanding of how to limit risks in this type of environment.
7. Well- developed research, analytical and problem-solving skills and experience with current software packages used in office environment including GIS.
8. Well-developed interpersonal skills including the ability to work within a multi-disciplinary team and effectively manage interactions with difficult customers.
9. Demonstrated ability to work with minimal supervision and as an effective member of a team.

DESIRABLE CRITERIA

1. Basic knowledge of operation and maintenance of water supply and wastewater infrastructure including bores, dams, pumps, reservoirs, chemical dosing equipment, mechanical and electrical control equipment, pipe and fittings.
2. Well-developed knowledge and understanding of PLC & SCADA related water and wastewater industry.
3. A sound and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.
- Engineering qualification in Civil, Mechanical or Electrical disciplines.
- RPEQ or ability to achieve RPEQ registration within 12 months of engagement.
- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain.

1.10 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

PROBATION PERIOD

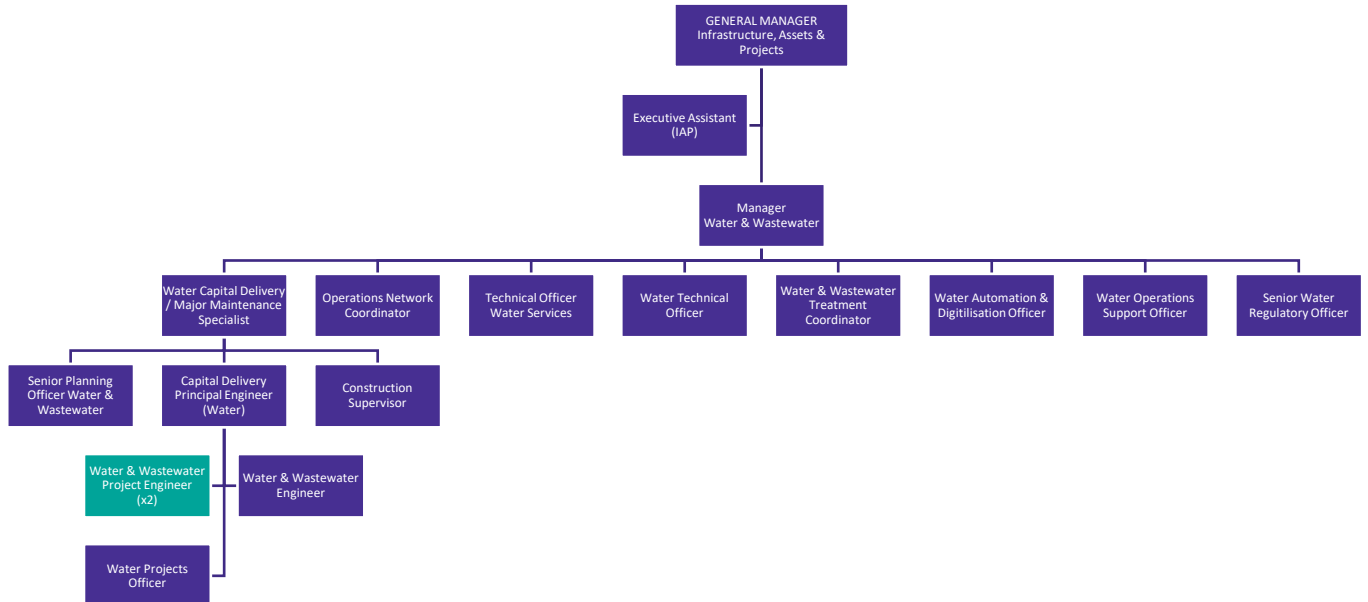
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.11 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.