



City of
Kalgoorlie
Boulder

Position Description

Position Title: Water Technical Officer (Compliance)

Position Details

Position Number	4107
Position Classification	Level 7/1 – 7/7
Status	Permanent – Full Time
Directorate	Engineering Services
Work Location	Administration Building
Reports To	Coordinator Water Services
Supervisory Responsibility	No direct/indirect supervisory responsibilities

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

"Working together for the place and people we call home."

ACTRITE

Our Values for Performance and Accountability
Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible for Compliance management for Tanker Unloading at the Wastewater Treatment Plant, Recycled Water Sampling and Trade Waste. Assisting in day-to-day operations and maintenance of the Water Services business unit, including the Sewerage Network, Wastewater Treatment Plant, Recycled Water Network, SCADA including WHS.

Provide technical knowledge and advice to residents, industry and Council on all matters relating to Water Service Assets including the sewer network, Wastewater Treatment Plant, Recycled Water, Trade Waste and Controlled Waste.

Assist in carrying out inspections, audits and investigations of commercial and industrial waste treatment systems to ensure the protection of Council's sewerage infrastructure and the environment. The role will also require the maintenance of the sewer network, wastewater treatment plant and recycled water network assets.

Position Accountabilities

Key accountabilities

- Promote and role model the City's public image, values, qualities and behaviours and foster a workplace culture of customer service excellence, teamwork and high performance.
- Adhere to all City's policies and procedures with a key focus on safety, innovation and continuous improvement for business optimization.
- Ensure City's workforce and external contractors comply with statutory WHS requirements and operate in accordance with the City's WHS policies, procedures and practices.
- Foster a safe working environment by assisting in safety documentation and workplace safety inspections that any potential safety issues are addressed immediately and are done so in compliance with regulatory requirements.
- Using the City's Safety Management Software Programs and associated online safety systems.
- Ensure the adopted levels of service are maintained across all relevant asset classes, Water Services assets are fully compliant with all licence and regulatory requirements and assist in reporting and/or auditing.
- Attend to emergency issues in the interest of public health and safety and for the protection of Council's sewerage scheme.
- Assist in the daily monitoring, operations and management of the South Boulder Wastewater Treatment Plant and oversee the work of internal work crews or external contractors, for the purpose of maintenance and repair of the treatment plant.
- Advise customers, consultants, other government authorities, council staff and the public on issues relating to industrial trade waste and wastewater management.
- Conduct wastewater investigations and inspections.
- Understand and apply the requirements for Trade Waste inspections and audits in line with CKB Trade Waste Policy.
- Understand the requirements of sewer system, including procedures for overflows and blockages. Maintaining records of blockages and maintenance works, including reporting to relevant authorities (DWER and DOH).
- Being available for an on-call after hours roster.

Key Performance Indicators

- Follow the operational procedures, including daily checklists, for the South Boulder Wastewater Treatment Plant.

- Conduct scheduled and unscheduled inspections of registered Trade Waste Premises and other premises suspected of disposing of trade waste in the sewer system.
- Meet the City's goals and objectives regarding WHS, financial performance, service level, timely delivery of the works, workforce's engagement.
- Meet all licences obligations for no breaches.
- Maintain up-to-date records for the Wastewater Model and Asset Vision to inform asset management and planning functions of the department.

Work, Health & Safety

- Ensure adherence to WHS policies and procedures.
- Consult with supervisor and safety representatives on WHS aspects.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Assist in ensuring workers, including volunteers and contractors, are aware of, and abide by, relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Assist in the development of safe work procedures as required and ensure adherence to procedures.
- Assist in the provision of PPE as required as well as the awareness of the correct use and storage requirements.
- Maintain relevant knowledge of WHS issues and act as a role model by demonstrating safe work behaviours.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the supervisor / manager.
- Work together effectively with supervisor / manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes

Skills & Knowledge

- Knowledge of sewerage systems, wastewater systems, Trade Waste devices, and/or Australian Standard 3500 Plumbing and Drainage and associated Local Laws.
- Strong team player with excellent organisational skills including proven ability to work autonomously with initiative and without supervision, forward thinking and capacity to solve problems and make decisions.
- Strong interpersonal skills, particularly in dealing with customers, contractors and members of the public.
- A demonstrated excellent service approach.
- Strong administrative, time management and organisational skills with the ability to work to deadlines, with excellent attention to detail.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.

- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.