

POSITION DESCRIPTION

Position Title:	Water Compliance Officer
Position Number/s:	INF-151
Employment Type:	Full Time, Permanent
Hours of Work	72.5 hours per fortnight, nine (9) day RDO
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 4
Location:	Council's Airport Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Water & Wastewater

POSITION OBJECTIVE

The Water Compliance Officer is responsible for coordinating water and wastewater regulatory compliance activities, water quality monitoring, statutory reporting and associated compliance systems across Council's water and wastewater services.

The position supports the implementation of Council's Drinking Water Quality Management Plan (DWQMP), environmental monitoring programs and regulatory reporting obligations.

The position also provides technical and administrative support to operational personnel, coordinates compliance monitoring across regional townships, assists with digital water metering and contributes to continuous improvement of Council's water and wastewater services.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-120 Manager Water & Wastewater

Directly supervises: Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Coordinate drinking water compliance in accordance with the *Water Supply (Safety and Reliability) Act 2008*, associated regulations and Council's approved DWQMP, including water quality sampling and monitoring programs across Charters Towers, Greenvale, Pentland, Ravenswood and other Council-operated schemes, and preparation of the annual drinking water service report and DWQMP reviews.
2. Coordinate wastewater environmental compliance in accordance with the *Environmental Protection Act 1994*, applicable environmental authorities and Council's approved management plans, including sampling and monitoring under Site Based Management Plans (SBMPs) and Receiving Environment Monitoring Programs (REMPs), and preparation of quarterly, annual and periodic compliance reports.
3. Review water quality and wastewater monitoring results, identify potential non-compliance and promptly escalate concerns to the Manager Water & Wastewater and relevant operational personnel, and maintain incident, event, sewer overflow and corrective action records to support regulatory notifications and investigations within required timeframes.
4. Maintain compliance registers, monitoring records, laboratory results and statutory reporting schedules, and coordinate the preparation, verification and submission of regulatory reports, including Statewide Water Information Management (SWIM) reporting, monitoring deadlines and outstanding compliance actions.
5. Coordinate compliance sampling with regional Town Officers and operational personnel, including monitoring schedules, sampling procedures and follow-up of outstanding results, and liaise with regulators, laboratories, consultants and other stakeholders in accordance with Council's procedures and delegations.
6. Assist with regulatory audits, inspections and management plan reviews, identify compliance risks and recommend corrective and preventive actions, and contribute to the continuous improvement of compliance procedures, reporting systems and monitoring programs.
7. Monitor and administer Council's digital water metering systems, including reviewing performance data, identifying communication failures, abnormal readings and equipment faults, coordinating follow-up with operational personnel, contractors and Council departments, and maintaining associated records.
8. Investigate and respond to customer enquiries and complaints relating to water quality, water services and compliance matters in accordance with Council's Customer Service Standards and, under the direction of the Manager Water & Wastewater, assist Council's Media department with public notices, water restrictions, water conservation information and community education.
9. Provide technical assistance with aquatic facility water quality monitoring when authorised by the Manager Water & Wastewater, without assuming responsibility for the operation or management of aquatic facilities.
10. Maintain relevant industry knowledge and participate in training and professional development relating to water and wastewater compliance requirements.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to willfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION DESCRIPTION

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential

- Demonstrated experience in water and wastewater operations, regulatory compliance, environmental monitoring or a closely related field.
- Ability to interpret and apply relevant legislation, regulations, policies and operational procedures, including Queensland regulatory requirements within the municipal water industry.
- Understanding of water quality monitoring, sampling procedures, laboratory testing and compliance reporting, and knowledge of the Australian Drinking Water Guidelines and their application in local government.
- Ability to identify, assess and monitor compliance and operational risks, conduct regulatory compliance audits, investigate discrepancies and follow up corrective actions, and contribute to risk management strategies and processes.
- Demonstrated ability to maintain accurate records, prepare reports and coordinate statutory reporting requirements.
- Sound analytical, organisational and problem-solving skills, with the ability to manage competing priorities and deadlines.
- Well-developed interpersonal, written and verbal communication skills, with the ability to work collaboratively with operational personnel, contractors, regulatory authorities and stakeholders at all levels to develop solutions.
- Proficient in the use of Microsoft Office applications, including MS Word, Excel, and Outlook.
- Demonstrated understanding of financial practices and contract management.
- Ability to undertake field inspections, sampling and compliance monitoring activities at operational water and wastewater facilities.

Desirable:

- Previous Local Government experience.
- Previous experience with TechnologyOne, MiWater, SWIM or similar regulatory reporting systems.
- Experience with digital water metering systems.

| Education/Qualifications |

Essential:

- Demonstrated relevant experience and competence in water and wastewater operations, water quality monitoring, environmental compliance or regulatory administration sufficient to undertake the requirements of the position.

Desirable:

- Certificate III in Water Industry Operations
- Certificate IV or higher in Water Industry Operations or a related discipline.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' Class Driver Licence.
- General Construction Induction Certificate White Card.

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INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Performing both office-based and field-based activities.
- Sit or stand at a workstation and use a computer, keyboard and telephone for extended periods to prepare correspondence, reports and administrative duties
- Accessing water and wastewater treatment facilities, reservoirs, pump stations and other operational sites.
- Undertaking inspections, sampling and compliance monitoring activities.
- Wear required personal protective equipment (PPE) for extended periods, including high-visibility clothing, safety boots, sun protection, gloves and eye and hearing protection where required.
- Drive a Council vehicle to work sites across the region, including on unsealed roads, and frequently enter and exit the vehicle to undertake water compliance and infrastructure maintenance activities.
- Performing light manual handling associated with sampling equipment and documentation.
- Maintaining accuracy and concentration when reviewing monitoring results, preparing reports and maintaining compliance records
- Lift and carry light loads, such as files, administrative materials including laboratory testing equipment, within Council's WHS manual handling requirements.

Working Environment

- Work is primarily office-based at Council's Airport Depot, Charters Towers.
- The position may require working independently or as part of a team at various locations throughout the Council region, including remote or isolated work sites.
- The position may involve exposure to wastewater, sewage, contaminated water, biological hazards and other materials associated with water and wastewater maintenance activities.
- Occasional work outside ordinary hours may be required to assist with urgent compliance matters, regulatory incidents or reporting obligations, as reasonably directed

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete a satisfactory health declaration, and a pre-employment medical assessment including a drug and alcohol screen, based on the inherent requirements above. A national criminal history check will also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is subject to health monitoring and the Workplace Immunisation Program based on the assessed occupational exposure risks associated with water and wastewater sampling.

The position requires immunisation against Hepatitis A, Hepatitis B and Tetanus. Additional vaccinations or health monitoring requirements will be determined in accordance with Council's P0199 Vaccinations and Health Monitoring Procedure and the risks associated with the position.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____