



Position Description

Position Summary

Position Title:	Capital Works Engineer – Water and Wastewater
Position Status:	Permanent, full-time
Reports to:	Manager Water and Wastewater
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 17
Remuneration Package:	Superannuation Leaseback vehicle

Position Objective

- To manage the effective planning, programming and delivery of all drinking water, recycled water and wastewater infrastructure construction through effective and holistic project management.
- To develop and maintain an efficient capital works program that addresses asset augmentation, renewal and improvement requirements while meeting budget, timing and quality obligations.
- To provide high level technical, contractual and organisational leadership to internal and external resources involved in the capital works program.
- To provide leadership and maintain the systems used for asset management and project management within the water and wastewater section.
- To provide a high level of customer service to Council's internal and external clients on water and wastewater engineering related matters.

Organisational Relationships

Within Department:	Group Manager Civil Services Water and Wastewater engineers WWW Construction staff	Manager Water and Wastewater Supervisor Construction Water and Wastewater staff
Within Council:	General Manager Council committees and working groups	All Council employees
External to Council:	Members of the public Industry associations Regional organisations Commercial enterprises Community organisations Local businesses	Other Local Government authorities Consultants Contractors Government departments

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Provide safe and reliable drinking water, recycled water and sewage management services to the Ballina Shire community.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Planning and Monitoring of Drinking Water, Recycled Water and Wastewater Infrastructure Programs

- Coordinate the planning, development and delivery of Council's drinking water, recycled water and wastewater infrastructure program.
- Undertake drinking water, recycled water and wastewater asset management planning to facilitate the timely provision of infrastructure associated with upgrade programs.
- Undertake drinking water, recycled water and wastewater planning and policy formation for the timely provision of infrastructure associated with the shire's growth.
- Promptly respond to and manage identified problems and/or non-compliance issues.
- Carry out other functions and responsibilities as directed.

Staff / Contractor Supervision

- Set and manage project performance expectations with team members, contractors and stakeholders; and delegate tasks and responsibilities to appropriate resources.
- Manage contractors to ensure compliance with project and program requirements, and provide leadership on technical and contractual issues.
- Coach, mentor, motivate and supervise the project team members and contractors to ensure positive actions, focus and accountability.
- Identify and resolve issues of project conflict with the project team and with stakeholders.

Written Communication

- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council's programs, projects and policies; and addresses stakeholder issues.
- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Contribute to the development of Council policies that reflect the culture, values and objectives of the organisation.
- Ensure work as executed is appropriately recorded and records are maintained in an accurate, useable and timely way.

Financial Management

- Incorporate strong financial management within the planning, development, delivery and ongoing review of Council's drinking water, recycled water and wastewater infrastructure programs.
- Provide estimates on costs and resources to achieve project and program goals.
- Prepare and monitor budgets and provide updates and recommendations for amendments.
- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial progress reports are provided to management in a clear and concise manner according to Council requirements.

Work Health and Safety

- Ensure that all work is carried out in accordance with Council's safe work procedures and work health and safety policies.
- Prepare job packages to allow field staff to undertake project work in a safe manner.
- Liaise with Council's Risk and Human Resources section prior to commencement of medium to high risk projects to ensure appropriate procedures are in place.
- Assist in the development and improvement of practical WHS documentation and procedures.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Accurately follow workplace procedures and instructions for controlling risks. • Recognise and report hazards in the work area to the immediate supervisor. • Report on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handle requests for action or information using Council's protocol and procedures. • Respond accurately to verbal enquiries from the community about specific work area and functions. • Carry out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications at degree level in an engineering or related discipline, together with extensive professional experience in program and project management; particularly in drinking water, recycled water and wastewater infrastructure planning, design, and construction.
- Demonstrated extensive procurement experience including procurement planning, contract development, and negotiating and managing consultants, contractors and other service providers.
- Demonstrated ability to identify, develop and implement process or system improvements resulting in better project or organisational outcomes or efficiencies.
- Demonstrated high-level communication and problem solving skills including the ability to negotiate and consult on complex matters and provide technical leadership, advice and services.
- Current class C driver licence and demonstrated good and safe driving record.
- Knowledge and understanding of the principles and practices of risk and environmental management, equal opportunity and work health and safety and an ability and commitment to apply them to works practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Postgraduate qualifications in: project management; water or wastewater; maintenance or asset management; business or local government qualifications.
- Work Safely in the Construction Industry Induction ticket (white card).
- Experience in computer applications for engineering designs, system analysis and studies.
- Demonstrated experience in asset management systems, processes and data capture.

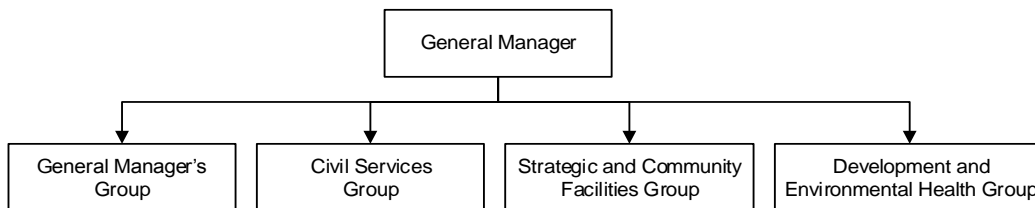
APPLICATIONS CLOSE: Friday, 25 May 2018

Position Overview

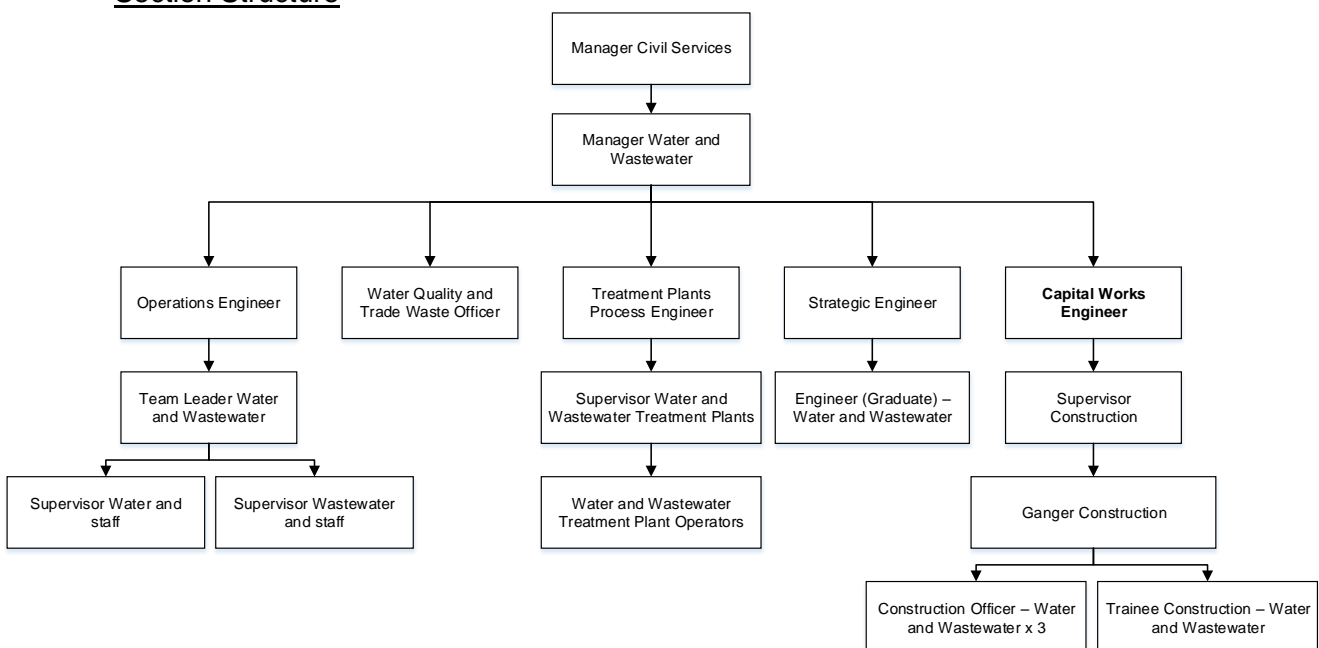
Council's Water and Wastewater section is seeking an experienced and qualified Capital Works Engineer. Reporting to the Manager Water and Wastewater, the position is responsible for delivering water, recycled water and wastewater infrastructure projects and developing capital works programs for asset augmentation, renewal and improvement. The successful applicant will provide a high level of service in delivering capital works programs in line with Council's Delivery Program and Operational Plans.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Capital Works Engineer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Blood test to check immunisation status against Hepatitis A and B. Please note that if pathology results identify non-immunity, it is a requirement of this position that the successful candidate participate in an immunisation program.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award 2017. Council is offering an attractive remuneration package for the position of Capital Works Engineer. To discuss the remuneration package further, please contact Council's Human Resources section on 02 6686 1408.

This position will work under a 19 day four week working arrangement and have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

A leaseback vehicle for work and private use is also available in accordance with Council's Light Motor Vehicle procedure.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Capital Works Engineer are listed in the position description. Applications that do not address these criteria will not be considered. In addition, Council's Application Form will need to be completed and the following details provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Capital Works Engineer is as follows:

Closing date:	Friday, 25 May 2018
Interview date:	Week commencing 11 June 2018
Candidates notified of outcome:	Week commencing 11 June 2018

For further information on this recruitment process, please refer to the Information for Job Applicants sheet or contact Council's Human Resources section on 02 6686 1443.