

Central Darling Shire Council

Position Description

Utilities Engineer

Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

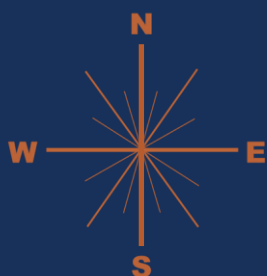
Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

Our Benefits

- 9 day fortnight (FTE)
- Four (4) weeks annual leave per year (FTE)
- 15 days sick/personal leave per year (FTE)
- Award Allowances
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



For more information, visit:

<https://www.centraldarling.nsw.gov.au>



Position Title	Utilities Engineer		
Department	Shire Services	Position Code	CDSC1231
Location	Wilcannia		
Pay Grade	Pay Grade 14	Award Band	Band 3 Level 4
Position Status	Permanent	Standard Hours	70 hours per fortnight
Reporting to	Operations Manager		
Direct Supervision	4	Indirect Supervision	Nil
Position Delegations	Yes	Budget Responsibility	Yes
National Police Clearance:	Yes	Working with Children Check:	No
Approved by:	Operations Manager	Date Approved:	October 2024

The Position

The Utilities Engineer assists the Director Shire Services in the planning, design and execution of works and services associated with the Shire's operations including water supply and treatment systems, water reticulation networks, sewerage systems, stormwater systems, waste operations and other Council activities.

Key Responsibilities

Within the area of responsibility, this role is required to:

- Carry out surveys and inspections, prepare design and cost estimates to required and/or specified professional standards in a timely manner.
- Prepare specifications and tender documentation for services, goods, materials, and plant purchases.
- Prepare detailed budget estimates, and monitor expenditures on specific items as requested.
- Prepare program of works for Council's day labour force and for contractors.
- Assist with the management, operation and maintenance of Council's water treatment plants and water supply systems by the provision of professional technical support to plant operators and the Director Shire Services as directed.
- Assist in the management, operation and maintenance of Council's Sewage Effluent Systems.
- Assist in the management, operation and maintenance of Council's Waste Management Operations, including Landfill management.
- Assist in the operation and maintenance of Council's Swimming Pools
- Liaise and cooperate with other Council staff.
- Assist with the preparation and applications for Grant Funds.
- Monitor work practices and environments to ensure compliance with Work Health and Safety requirements, Environmental, Heritage and other Legislative requirements.
- Prepare correspondence, reports, agendas and meeting minutes from own or other staff notes.
- Seek quotations for supplies, including plant, equipment, goods and services.
- Assist with road and airstrip closure, advice to the public and other authorities and monitor similar advice from other authorities.
- Manage, maintain and update data in relevant corporate systems, including records, financial, asset management and GIS.

Note: An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Maintain the infrastructure associated with the water treatment plant to ensure quality water supply to the community.

Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a valid Class C Driver's Licence (minimum)
- Satisfactory National Police Clearance
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

Essential Position Criteria

Qualifications / Experience / Accreditation / Certification

- Degree in Civil Engineering or other such qualification, resulting in admission to Membership of the Institution of Engineers, Australia. Applicants without a Degree but with extensive works management experience in the operations of Water Treatment Plants will be considered for this position.
- Experience in local government works including management and/or design experience in roads, water, sewerage and waste infrastructure.
- Experience in budget development, estimating, cost control and general financial management.
- Experience in preparing specifications and tender documentation for services, goods, materials, and plant purchases
- 'General Induction for Construction Work in NSW" (white card).

Specialised Knowledge and Skills

- Excellent literacy, numeracy, verbal and negotiation skills.
- Supervision of work of both day labour and contract plant on construction and maintenance works including water treatment plants, rural roads, town streets, footpaths, drains, kerbs and channels, urban furniture, garden beds, toilet blocks, sewers and sewerage infrastructure, nature strips, public buildings, Council depot and yards, airstrips or airports, gravel pits, sale yards, garbage depots, signs, fences, cemeteries, dams, tanks, reservoirs, swimming pools, water reticulation and domestic services, pumps, pipelines, small plant and equipment and fleet vehicles.
- Working knowledge of water treatment plant and chemical dosing operations.
- A high level of written and oral communication skills and the ability to work effectively and in harmony with other people.
- High level of competence in the use of Microsoft Office suite, Autocad, Assets and GIS systems.
- Sound working knowledge of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011.

Desirable Position Criteria

- Plumbing certification and/or experience.
- Working knowledge of traffic, planning, safety, environmental and heritage legislative requirements.
- Experience in sewerage system operations and maintenance.
- Experience in storm water drainage design and maintenance
- Working knowledge of landfill operations and maintenance techniques
- Experience with Public Swimming pool operations

Key working relationships

Who	Why
Internal	
Director/Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and support and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Staff	<ul style="list-style-type: none"> • Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture. • Provide effective communication and training, guidance, and support in the area of stores.
External	
Community	<ul style="list-style-type: none"> • Promote a positive image of Council when undertaking duties within the community.
Stakeholders, Ratepayers, Residents, Consultants, Auditors and Government Bodies	<ul style="list-style-type: none"> • Provide expert technical advice on a range of water treatment plant and water supply related issues and strategies • Optimise communication and engagement to achieve defined outcomes • Manage expectations and resolve issues

I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.

I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Employee Name:

Signature:

Date:

Organisation Wide Accountabilities

Outlined in this document are a series of organisation wide accountabilities that are applicable to all employees, irrespective of position or location.

Council's Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values.

Code of Conduct / Fraud and Corruption

- To retain trust, confidence and support, it is expected that all employees be impartial and fair in their dealings with the community, customers, suppliers, general public and each other.
- All employees are required to adhere to and behave in a manner that is consistent with the requirements of the Council's Code of Conduct

Respectful Workplace Behaviours

All employees are expected to

- conduct themselves in a manner that is supportive and encouraging of one another.
- positively contribute to providing a safe, respectful and healthy work environment that is free from all forms of discrimination, harassment, sexual harassment and workplace bullying.

Work Health Safety

All employees are required to take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by their actions or omissions at work.

In particular, all employees have a duty to:

- Comply with Council's WHS policies and procedures
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Report any potential hazards, incidents or injuries to their Supervisor or the Risk/WHS Officer within 48 hours
- Participate in any WHS consultation arrangements
- Comply with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Comply with emergency and evacuation procedures and site rules if applicable
- The General Manager, Managers and Supervisors have additional responsibilities as defined in the Central Darling Shire Council's Work Health and Safety Policy

Customer Service

All employees are expected to provide high level customer service in line with the Central Darling Shire Council's Customer Service Charter.

Sustainability

All employees are expected to give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision-making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.

Council's Policies and Procedures

All employees are expected to adhere to Council's Policies and Procedures at all times, including any other formal documents or instruments that impact on day-to-day operations of the position.

Records Management

All employees are expected to capture corporate documents in the electronic document management system as described in the Records Management Policy.

I have read and understood the content of this document and undertake to meet the organisation wide accountabilities.

Employee Name:

Position:

Signature:

Date: