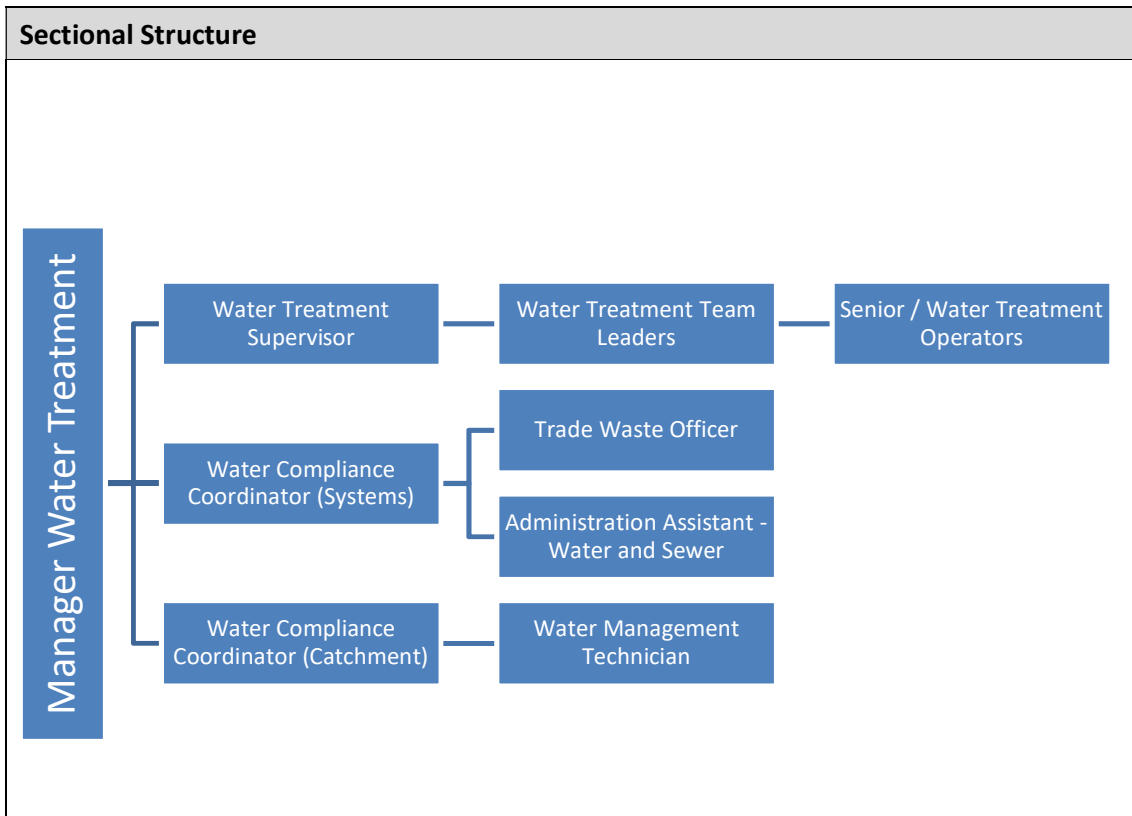


<b>Position Title:</b>	Water Management Technician
<b>Position Number:</b>	5121
<b>Division:</b>	Technical Services
<b>Section:</b>	Water and Sewer
<b>Grade:</b>	6
<b>Delegations:</b>	See attached document (as per Council’s Delegations Register).

<b>Primary Purpose of Position</b>
To provide effective and efficient support to the Water and Sewerage team through water quality, quantity and asset monitoring and reporting.



<b>Selection Criteria</b>	
<b>Qualifications/ Licences</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Environmental Monitoring and Technology, or related qualification applicable to water and sewerage management</li> <li>• General Construction Induction Card (White Card)</li> <li>• Current Class C driver's licence</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a similar role including environmental monitoring and reporting or water and sewer operations</li> <li>• Excellent organisational and planning skills, including the capacity to work to deadlines, set priorities, and carry out troubleshooting for the role</li> <li>• High level verbal and written communication skills with an ability to provide effective customer service and relationship management as well as the capacity to interact and engage with all levels of staff and the public</li> <li>• Demonstrated ability to work and contribute as part of a team</li> <li>• Proven ability to work unsupervised</li> <li>• Demonstrated awareness/knowledge of relevant legislation, guidelines and standards relating to water and sewer monitoring</li> <li>• Well-developed computer literacy skills in the use of a variety of computer software packages including, mapping programs, environmental databases and knowledge of SCADA</li> <li>• Ability to program field equipment e.g. water quality probes and samplers, bore levels sensors, laptops/tablets) and conduct maintenance such as calibration, and basic repairs)</li> <li>• Demonstrated ability to model Council's key values and desired behaviours</li> </ul>

<b>Key Accountabilities/Duties</b>
<ul style="list-style-type: none"> <li>• Undertake the implementation and management of existing water and sewer quality, quantity and asset monitoring programs within established timeframes and budgets including but not limited to: <ul style="list-style-type: none"> <li>• Ground and surface water sampling (including surface water outside the local government area such as the Macquarie catchment)</li> <li>• Seasonal and miscellaneous sampling</li> <li>• Water treatment monitoring as per EPA licence criteria</li> <li>• Catchment and environmental inspections</li> <li>• Environmental investigations and required sampling</li> </ul> </li> <li>• Contribute to the establishment of new water quality, quantity and asset monitoring programs</li> <li>• Undertake the management of contractors/consultants when required in a manner that satisfies Council policies and systems and project objectives</li> <li>• Develop and maintain positive working relationships with internal and external stakeholders (including laboratories and other associated third parties)</li> <li>• Undertake the implementation, management, analysis and reporting of environmental monitoring, and data management for water and sewage quality and quantity monitoring</li> </ul>

data, including treatment plants, raw water supplies, stormwater and trade waste as required

- Implement water and sewer quantity (e.g. flow meters) data management and reporting
- Set up (including programming) and maintenance (including calibration) of monitoring equipment
- Participate in the implementation of water and sewer community engagement programs and catchment improvement actions and provide information to residents and stakeholders as required
- Provide water quality, quantity and asset monitoring advice to Council officers, supervisors and managers
- Provide a positive contribution to the water and sewer team including participation in meetings, suggestions for improvement and adherence to policy
- Assist with operational duties at the water and wastewater treatment plants when required
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours

- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

<b>General</b>	
<ul style="list-style-type: none"> <li>• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.</li> <li>• Local Government (State) Award conditions apply to all entitlements.</li> <li>• The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.</li> <li>• Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.</li> </ul>	

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	

*Human Resources Only: This position's ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*