

# Position Description

## Mechanical/Electrical Engineer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** August 2018

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 16 – Entry to Step 4 (plus Civil Liability Allowance )
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Works and Civil
Section:	Water Cycle
Team:	Mechanical and Electrical
Work base:	South Grafton (Rushforth Road Works Depot)
Position responsible to:	Manager Water Cycle
Level of support and supervision:	High level of independence with routine reporting function to Manager Water Cycle
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Responsible for the Mechanical/Electrical team through the Supervisor, who reports to this position
Internal contacts:	All staff within Council
External contacts:	General public, government authorities, private organisations, consultants and contractors

### Vision, mission and values

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym **'STRIVE'** describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours	
<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
<b>Acceptable</b>	<b>Unacceptable</b>
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
<b>Acceptable</b>	<b>Unacceptable</b>
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
<b>Acceptable</b>	<b>Unacceptable</b>
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving between job sites

Walking on uneven ground

Climbing steps and ladders

### Purpose of the position

To develop and implement procedures and programs for Water Cycle mechanical, electrical and telemetry assets within the budgetary framework established by Council and consistent with the objectives of Council's Operational and relevant Asset Management Plans.

Assist with implementation of the Asset and Maintenance Management System.

To ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to Legislation and regulations as may be applicable.

Undertake research and assist in the formulation of strategic planning in relation to mechanical and electrical services for the Water Cycle Section.

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring non contravention of any statutes, regulations or Council policies.

### Major duties and responsibilities

Manage and control Water Cycle's Mechanical and Electrical operations and day labour construction ensuring adequate quality control and productivity, including developing and implementing proper work practices and techniques to ensure a high standard of work and personnel safety.

Supervise, mentor and support the staff reporting to the position.

Formulate, develop and implement procedures related to Water Cycle Mechanical and Electrical operations improve productivity of Council's operations and ensure compliance with regulatory standards.

Prepare, implement and review mechanical, electrical and telemetry maintenance and operations schedules to sustain reliability and safety.

Plan and manage maintenance and renewal such that component life is optimised, breakdown time is minimised and equipment is operating efficiently with minimised electricity consumption.

Undertake budget preparation for mechanical and electrical operations.

Review contractor and developer Mechanical and Electrical designs to ensure proposed assets provide optimal whole of life outcome for Council.

Undertake Mechanical and Electrical procurement including development of appropriate specifications to provide optimal whole of life outcome for Council.

Assist with implementation of the Asset Maintenance Management System, including provision of required data for the updating of Council's Asset Management Plans.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

---

#### **Education and knowledge**

Bachelor in Electrical or Mechanical Engineering or related field; **or** Bachelor of Engineering Technology in an appropriate discipline with relevant industry experience

---

#### **Licences/tickets, clearances, membership**

Current drivers licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

---

#### **Experience**

Demonstrated experience in the provision of mechanical and/or electrical operation and management services

Demonstrated experience and skills in motivating, leading and supporting employees and coordinating the activities of a multi disciplinary team to achieve outcomes

Experience in process improvement; achieving efficiencies, whilst maintaining minimal impacts on current processes

---

#### **Position related skills**

Well developed analytical, problem solving and investigative skills

Demonstrated sound knowledge of mechanical and electrical practices and techniques, including understanding of mechanical and electrical engineering industry standards, legislative requirements, principles and trends

High proficiency in the use of computers and software packages particularly Microsoft Office

Well developed problem solving and conflict resolution skills, including the ability to coordinate multiple tasks demonstrating superior organisational and time management skills

Strong communication skills, with the ability to clearly articulate expectations to staff and contractors

---

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

---

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### **Education and knowledge**

Knowledge of legislation and guidelines related to water cycle operations

Tertiary qualifications project management

#### **Licences/tickets, clearances, membership**

Eligible for membership of professional body (e.g. IPWEA, Engineers Australia)

#### **Experience**

Previous experience in the management and coordination of Mechanical and Electrical services within the water and/or sewerage industry

Previous experience in the preparation of tenders from scoping through to award

#### **Position related skills**

Demonstrated well developed negotiation/mediation skills

Demonstrated knowledge of water and sewerage operations

### Other features of this position may include

The position may require call-back and weekend work to supervise work which is being undertaken outside of normal working hours

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....

*Employee*