

Position Description

Operations Engineer Water & Wastewater

Division	Infrastructure & Assets
Business Unit	Water & Wastewater
Position Number	451005
Location	Council Administration Building
Award Band	Professional/Specialist Band 3, Level 2
Salary Grade	Grade 15 - 19
Remuneration	Grade 15 Entry \$77,237.68 to Grade 19 step 3 \$101,045.88 per annum plus 11.5% Superannuation
Conditions	Permanent Full Time – 35-hour week with RDO Leaseback vehicle Civil Liability Allowance
Date position description approved	13 October 2021

Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Operations Engineer is located within the Water and Wastewater team.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

Provide engineering support and guidance for the efficient day to day operation, maintenance and upgrade of water and wastewater assets including dams, treatment plants, pump stations, reservoirs, reticulation, water services, water meters, sewer connections and water quality monitoring (operational and compliance).

Key Accountabilities

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

- Guide the Coordinator Water and Waste Water on engineering requirements for the planning and prioritisation of operations, management, maintenance and administration of water supply and wastewater assets.
- Confer with the Coordinator Water and Wastewater on the management of staff and administration of contractors for the delivery of water and wastewater priorities.
- Assist with the development and evaluation of tenders and the award of contracts for operational and maintenance activities.
- Assist in the management of contractors and contractor services, including (but not limited to):
 - Contractor induction;
 - Contractor insurances, WHS and environmental controls and documentation, and associated compliance issues;
 - Evaluate and authorise payment claims associated with contracts.
- Assist with the development and evaluation of capital works programs.
- Assist with the development and review of operational elements of the Water Supply and Sewerage Strategic Business Plan.
- Manage assigned budget in accordance with legislation and Council policies.
- Oversee emergency and unscheduled work.
- Assist with preparation of monthly, quarterly, and annual reports for submission to the Manager Water and Sewerage Services.
- Prepare a range of correspondence and reports associated with the role.
- Assist with implementation of systems to monitor, control and document network performance.
- Assist with management of quality and environment systems for all treatment network activities.
- Maintain and promote Council's culture of customer service.
- Actively participate in the continuous improvement in performance, safety and quality.
- Actively participate in the use and development of asset management strategies, plans and principles

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council’s policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Internal Relationships

Who	Why
Manager	Receive guidance and support, exchange information and provide advice
Engineers	Receive guidance and support and exchange information
Coordinator Water and Wastewater	Provide guidance and support and exchange information
Work Teams	Provide guidance support and exchange information
Accounting and Communication Staff	Receive guidance and support in relation to financial management and community engagement
All other staff	Consult and advise on operation and maintenance activities as required

Key External Relationships

Who	Why
Community	Consult with and advise on water and wastewater operation and maintenance activities, meter readings and upgrade projects

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council’s strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Manager Water & Wastewater

Essential Requirements

- A Bachelor Degree in Civil/Process/Chemical/Mechanical Engineering or related field or an identified date for acquiring the degree within 12 months.
- General Construction Induction Card (white) or the demonstrated ability to obtain one.
- A current class "C" driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Created	October 2021	New Position	472326
Updated	June 2024	Award Salary Increase 2024/25	

Ownership and Approval

Responsibility	Role
Author	Manager Water & Wastewater
Approver	Director Infrastructure & Assets