

POSITION DESCRIPTION

Position Title: Water Technical Officer (Compliance)	Position Number: WATER-7
Department: Water, Waste and Sustainability	Accountable to: Coordinator Water Services
Level and Step:	Salary Range:
Responsible for the supervision of: No direct/indirect supervisory responsibilities	



Primary purpose of the position	<p>Compliance management for Tanker Unloading at the Wastewater Treatment Plant, Recycled Water Sampling and Trade Waste. Assist in day-to-day operations and maintenance of the Water Services business unit, including the Sewerage Network, Wastewater Treatment Plant, Recycled Water Network, SCADA and WHS.</p> <p>Working hours 9am to 6pm Monday to Friday but may vary between 6:00am and 6:00pm, depending upon operational requirements. Position is based at the South Boulder Wastewater Treatment Plant.</p> <p>Assist in carrying out inspections, audits and investigations of commercial and industrial waste treatment systems to ensure the protection of Council's sewerage infrastructure and the environment.</p> <p>Assist in providing technical knowledge and advice to residents, industry and Council on all matters relating to Water Service Assets including the sewer network, Wastewater Treatment Plant (WWTP), Recycled Water, Trade Waste and Controlled Waste.</p>
Key accountabilities	<ol style="list-style-type: none"> 1. Promote and demonstrate the City's public image, values, qualities and behaviours and foster a workplace culture of customer service excellence, teamwork and high performance. 2. Adhere to all City's policies and procedures with a key focus on safety, innovation and continuous improvement for business optimisation. 3. Ensure City's workforce and external contractors comply with statutory WHS requirements and operate in accordance with the City's WHS policies, procedures and practices. 4. Foster a safe working environment by assisting in safety documentation and workplace safety inspections that any potential safety issues are addressed immediately and are done so in compliance with regulatory requirements. 5. Using the City's Safety Management Software Programs and associated online safety systems. 6. Ensure the adopted levels of service are maintained across all relevant asset classes and Water Services assets are fully compliant with all licence and regulatory requirements as well as assisting in reporting and/or auditing. 7. Attend to Water Services emergencies in the interest of public health and safety, WHS and to protect the City's Water Service's assets. 8. Assist in the daily monitoring, operations and management of the WWTP. 9. Assist where required in the supervision internal work crews or external contractors at the WWTP. 10. Advise customers, consultants, other government authorities, council staff and the general public on issues relating to industrial trade waste and wastewater management. 11. Conduct Water Services investigations and inspections. 12. Understand requirements for Trade Waste inspections and audits in line with CKB Policies and Procedures. 13. Understand the requirements of the sewer system, including procedures for overflows and blockages. Maintaining records of blockages and maintenance works, including reporting to relevant authorities (DWER and DOH). 14. Be available and conduct duties as per the on-call after hours roster. 15. Other accountabilities and responsibilities as directed by the Chief Executive Officer and/or General Manager Infrastructure and Environment and/or Coordinator Water Services.

Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to directions and where necessary seek clarification to effectively meet deadlines. 2. Self-manage workload and apply good judgement and problem-solving skills to situations seeking from the supervisor as required. 3. Apply legislation and City's policy direction to decision-making. 4. Work collaboratively with all City's staff to develop and implement efficient operational standards and practices. 5. Apply knowledge and skills to ensure consistent quality outcomes. 										
Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Follow the Operations Manual, including daily checklists, for the South Boulder Waste Water Treatment Plant. 2. Conduct scheduled and unscheduled inspections of all registered Trade Waste Premises. 3. Meet the City's goals and objectives regarding WHS, financial performance, service level, timely delivery of the works, workforce's engagement. 4. Meet all licences obligations for no breaches. 5. Maintain up-to-date records for the Wastewater Model and RAMM to inform asset management and planning functions of the Coordinator. 										
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Knowledge of sewerage systems, wastewater systems, Trade Waste devices, and/or Australian Standard 3500 Plumbing and Drainage and associated Local Laws. 2. Strong team player with excellent organisational skills including proven ability to work autonomously with initiative and without supervision, forward thinking and capacity to solve problems and make decisions. 3. Strong interpersonal skills, particularly in dealing with customers, contractors and members of the public. 4. A demonstrated excellent service approach. 5. Strong administrative, time management and organisational skills with the ability to work to deadlines, with excellent attention to detail. 6. Current WA "C" Class driver's licence. 7. Current satisfactory National Police Clearance. 										
City of Kalgoorlie-Boulder Values	<table border="1"> <tr> <td data-bbox="340 630 533 703">Support</td> <td data-bbox="542 630 2166 703">We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.</td> </tr> <tr> <td data-bbox="340 707 533 748">Respect</td> <td data-bbox="542 707 2166 748">We will treat our team members and our community with mutual respect and understanding.</td> </tr> <tr> <td data-bbox="340 751 533 793">Fun</td> <td data-bbox="542 751 2166 793">We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.</td> </tr> <tr> <td data-bbox="340 796 533 879">Recognise</td> <td data-bbox="542 796 2166 879">We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.</td> </tr> <tr> <td data-bbox="340 882 533 930">Connect</td> <td data-bbox="542 882 2166 930">We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.</td> </tr> </table>	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.	Respect	We will treat our team members and our community with mutual respect and understanding.	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.
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POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities and duties as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name
(please print): _____

Employee
Signature: _____

Date: _____