

<b>POSITION TITLE</b>	<b>Technical Officer (Water &amp; Waste)</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Water &amp; Waste</b>
<b>LOCATION</b>	<b>Kowa Street Depot Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGO Level 5</b>
<b>REPORTS TO</b>	<b>Manager Water &amp; Waste</b>

### **Department Summary**

The Infrastructure Services Department is responsible for the planning & delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### **Position Summary**

The focus of this position is to provide technical, operational and project delivery support for waste related contracts and services. Assisting in the development of program planning and prioritisation of water section asset maintenance, renewals and replacement works will also form part of the requirements of this role.

Assisting with the implementation and oversight for the waste levy data recording and for operational implications that will impact Council due to the introduction of the waste levy.

### **Key Responsibilities**

- Assist in ensuring Council meets its legislative compliance obligations in relation to the management of waste
- Assist in the coordination and implementation of the Council Waste Management Strategy, including but not limited, the delivery of projects designed to identify new business opportunities for waste services and procedures to increase revenue and service levels of core business activities
- Collect, document and analyse business requirements and recommend solutions to meet business needs and achieve business benefits
- Development and maintenance of data management systems to accurately monitor and report on all solid waste management activities including production of reports with a view towards turning data into information
- Waste and Resource Recovery contract coordination and management with:
  - Regional: Including participating Council's arrangements
  - Scrap Metal Collection
  - Kerbside Collection
  - Processing of Green Waste
  - Waste education programs
  - Waste audits and assessments

- Other Contracts as they arise
- Prepare draft written technical reports and assist with the preparation of concept designs and estimates for review by management and inclusion in reports to Council
- Attend meetings, offer advice and respond to simple enquiries on waste related matters ensuring Council staff, government agencies, contractors, the public and other stakeholders receive timely, accurate information in a courteous, professional manner
- Assist in the management of data collection, collation and reporting, for all data used in the submission of Council reports, as well as regulatory and statutory returns including:
  - Monthly reports for Council
  - State monthly data reports which are used to calculate the levy under the Waste Reduction and Recycling Act 2011
  - Annual Waste Survey via the Queensland Waste Data System
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Highly developed written communication skills with the demonstrated ability to critically review technical data and prepare reports and other correspondence
- Demonstrated ability to draft reports for Council
- Strong computer skills including a high level of proficiency in MS Excel and databases
- Strong interpersonal skills with an ability to effectively communicate with a broad range of internal and external stakeholders
- Effective analytical, problem solving and investigative skills with the ability to assess complex situations and prepare associated reports
- Knowledge of legislation, processes and risk assessment associated with Council water and waste activities
- General knowledge of water and waste operations

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Diploma or Certificate level qualification in an associated field
- Demonstrated experience in a similar/relevant role in waste, water or related industry
- Experience in waste, water or related industry data monitoring and reporting and the ability and willingness to learn engineering practices and processes

#### ***Desirable***

- Tertiary qualifications in contract administration or other related area
- Experience working in a state or local government organisation in a senior technical capacity
- Understand engineering practices, processes and environmental monitoring

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

### SCHEDULE S3

#### WHS RESPONSIBILITY STATEMENT

##### Workers

1. All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.
- 2.
3. The following responsibilities apply to all employees, including permanent, part-time and casual employees:
4. Ensuring they keep up to date and comply with WHS legislation and Council's WH&S Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
5. Performing all work and associated functions in a safe manner.
6. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
7. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
8. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
9. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
10. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
11. Attending relevant toolbox, team talks or specific training organised by Council.
12. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
13. Working in a manner that will not endanger you, other employees or the public.
14. Cooperate with any reasonable instruction given by Council officer.
15. Report any safety concerns to your supervisor.
16. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	