

<b>POSITION TITLE</b>	<b>Quality &amp; Compliance Officer (Water &amp; Waste)</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Water &amp; Waste</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 6</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:

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

### **Position Summary**

The Quality & Compliance Officer (Water & Waste) provides the coordination of drinking water quality, recycled water and referable dam safety management systems. This position also involves the provision of strategic and technical advice associated with planning and operation of drinking water, wastewater and recycled water networks and facilities to ensure the safe delivery of drinking water, wastewater and recycled water to the Mareeba Shire Council community.

### **Key Responsibilities**

- Research, analyse and provide advice to the Manager Water & Waste and the Water & Waste operational teams on a broad range of contract, environmental compliance, operational, and project delivery issues
- Develop and implement Council's Drinking Water Quality Management System, including programs, projects and initiatives, to ensure compliance with statutory requirements and the Australian Drinking Water Guidelines together with the Department's Drinking Water Quality Risk Register
- Coordinate the development, implementation and review of Council's referable dam safety management system, including risk assessments, policies, safety programs, projects and initiatives
- Coordinate the data collation, statutory reporting and compilation of water service provider regulatory key performance indicators for both internal and external agencies
- Prepare and present reports for Council, senior management and other stakeholders
- Oversee the preparation and submission of statutory and corporate environmental reporting for internal and external agencies, including communicating and liaising with external stakeholders and state government agencies
- Prepare correspondence emanating from drinking water and wastewater quality management issues relevant to the responsibilities of the position
- Support the Supervisor Water Reticulation and Supervisor Treatment Plant Operations to ensure all unit functions are completed, including compliance with statutory timeframes

- Undertake functions of other senior roles within the group, including Supervisor Water Reticulation, Supervisor Treatment Plant Operations and Manager Water & Waste, as required
- Use specialist technical knowledge to develop and deliver corporate water and waste policies, strategies, programs and action plans for water and waste and interdepartmentally, as required
- Manage specific projects to enable the delivery of water and waste programs and objectives, as identified by the Manager Water & Waste
- Coordinate Council's response to environmental incidents and compliance issues to minimise the risk of enforcement action or prosecution against Council and its officers under the Environmental Protection Act 1994
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Detailed knowledge of environmental legislation, processes and risk assessment associated with water, wastewater and solid waste
- Detailed working knowledge of the principles and application of drinking water, referable dam safety and recycled water management systems
- Detailed knowledge and understanding of legislation relevant to the position
- Knowledge of water industry practices and processes
- Demonstrated analytical, problem solving and investigative skills with the ability to solve complex issues
- Demonstrated capacity to plan and manage multiple tasks/projects within tight timeframes
- Ability to interpret and critically review technical data and to prepare associated reports
- Proficiency in the use of relevant computer software
- Ability to prepare and deliver presentations in a range of forums

### **Qualifications and Experience**

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

- Current Queensland C class driver's licence
- Tertiary qualifications in science or an environmental field and or other related area
- 5 years' experience in water and / or wastewater management including environmental compliance aspects

#### ***Desirable***

- Experience working in a state or local government organisation in a construction and/or water or wastewater related team
- Experience in training staff and delivering presentations to large groups
- 5 years' experience in waste management

### **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

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.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. 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).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. 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.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by Council officer.
12. Report any safety concerns to your supervisor.
13. 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>	

Last Review Date: 20 May 2024