

POSITION TITLE	Water & Waste Technical Officer
DEPARTMENT	Infrastructure Services
GROUP	Water & Waste
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 4
REPORTS TO	Manager Water & Waste

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council 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 water & waste-related contracts and services. Assisting in the development of program planning and prioritisation of Water & Waste section asset maintenance, renewals and replacement works will also form part of the requirements of this role, as will assisting with the implementation and oversight of waste levy data recording and operational implications that impact Council due to the Queensland waste levy.

Key Responsibilities

- Assist the Manager Water & Waste and other senior staff members with their role in the development, implementation and oversight of the Waste Strategy and Water Strategy of Council to ensure legislative compliance within required timeframes
- Assist in ensuring Council meets its legislative compliance obligations in relation to the management of waste
- 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 and 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 Microsoft 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 associated field
- Demonstrated experience in a similar/relevant role in waste, water or related industry
- Experience with data monitoring and reporting for waste, water or a related industry and the ability and willingness to learn engineering/environmental practices and processes

Desirable

- Demonstrated experience in waste-related projects, systems and infrastructure
- Tertiary qualifications in science, engineering and/or environmental health

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.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide the relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council 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 you keep up to date and comply with WHS legislation and 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 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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	

Last Review Date: 30 July 2024