

POSITION DESCRIPTION

Position Title:	Onsite Sewage Management Officer (PN 5497)		
Position Type:	Permanent Full-Time		
Department:	Development and Compliance		
Date Approved:	November 2023		
Hours per week:	35	Award Classification:	Band 3, Level 1
FTE	1	Salary Classification	Grade 4

Position Purpose

The primary objective of this position is to provide effective and efficient services to reduce risks to both public health and the environment. This incorporates the administration, implementation and enforcement of Council's On-Site Sewage Management Strategy.

Key Accountabilities

- Provide statutory services relating to on-site sewage management as prescribed by the *Local Government Act 1993* and Council's On-Site Sewage Management Strategy including administration, implementation and enforcement.
- Audit inspections of on-site sewage management systems in accordance with the Environment and Health Guidelines 1998, AS1547:2012 – On-site domestic wastewater management, Local Government Act, Environmental Planning and Assessment Act and Council's On-site Sewage Management Strategy.
- Provide high quality technical advice to development Assessment through the timely completion of development application referrals.
- Providing assistance and advice on the operation of on-site sewage management systems, including design of effluent and disposal areas.
- Consider and determine applications under section 68 of the *Local Government Act 1993* relating to the installation, construction or alteration of a waste treatment device and operating a system of sewage management.
- Investigate complaints regarding effluent surcharge and odour.
- Investigate, manage and resolve public health and environmental complaints within required timeframes.
- Respond to pollutions incidents and take necessary action to mitigate/minimise environmental harm and where Council is the Appropriate Regulatory Authority take responsibility for the incident.
- Encouraging stakeholders to comply with relevant standards.
- Provide advice and when legal action is required as necessary prepare evidence and represent Council at the Land and Environmental Court or local courts.
- Preparing reports for Council regarding on-site sewage issues.
- Keep up to date with industry and legislative developments relating to environmental health.

- Assist in achieving outputs, performance measures and objectives of the Section, Unit, Department and Council.
- Ensuring all correspondence and customer requests allocated to the team member are processed in accordance with Council performance targets.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Coordinator Environmental Health or their delegate.
- Ensuring compliance with relevant Council Policies.
- Promoting high levels of Customer Service.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Degree qualification in Environment Engineering, Environment Health, Environmental Science or similar discipline, or trade qualifications in plumbing and drainage, or demonstrated experience at an appropriate level to competently carry out the position's tasks, is essential.
- Hold and maintain a current NSW manual Driver's Licence.
- Hold a SafeWork General Construction Induction Card (White Card).

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Knowledge in the operation/installation of on-site sewage management systems, particularly septic systems for residential premises and large commercial premises.
- Demonstrated knowledge of the relevant sections of the Local Government Act 1993, Environmental Planning and Assessment Act 1979, and Protection of the Environment Operations Act 1997.
- Proven ability to understand and assess complex technical issues, and write clear, concise reports that provide recommendations based on this assessment.

Skills

- Highly developed written and verbal communication, and interpersonal skills including problem solving, negotiation and conflict resolution.
- Demonstrated high level computer skills including Geographic Information Systems (GIS) systems and Microsoft office applications.
- Demonstrated ability to work with minimum supervision and as part of a multi-disciplinary team.
- Demonstrated commitment to Council's values and to providing high levels of service to our customers.
- Demonstrated ability to multi-task within a high demand work area.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

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Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Environmental Health Manager.

Supervision Exercised

Nil

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	JP
Position Title:	People and Culture Advisor
Date:	April 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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