

Position Title:	Technical Officer Network Operations		
Position Type:	Permanent Full-time		
Department:	Water and Sewer		
Date Approved:	December 2024		
Hours per week:	35	Award Classification:	Band 2, Level 3
FTE	1	Salary Classification	Grade 5

Position Purpose

The Water and Sewer Network team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

The primary purpose of this role is to support the Water and Sewer Network Manager in planning and coordinating delivery of renewals program, asset operational condition assessment, operation, repair and maintenance of water and sewer network assets to agreed scopes, specifications and applicable industry standards.

Key Accountabilities

- Develop, implement and monitor maintenance and capital works programs for Council's water and wastewater assets.
- Collecting asset data and undertaking investigations and research of details of Council's water supply and wastewater assets.
- Develop and program asset maintenance plans based on asset management, operational risk and physical network capacity objectives.
- Support the maintenance and updating of Council's asset registers including accurate input of work-as-executed information.
- Coordinate and guide the interaction of multiple teams to deliver capital projects, private works contracts and routine operations with management of the overall supply system and appropriate notice/handling of customer interactions.
- Oversee and monitor the work of contractors to ensure compliance with project specifications, timelines, standards and contractual obligations.
- Identify, develop, implement and monitor improvement programs and processes for Council's water and wastewater assets and network operations.
- Review water & wastewater requirements for proposed subdivision plans and advise the Development Engineer of the network requirements.
- Develop and deliver inspections of proposed Network infrastructure for private developments in conjunction with the network Team Leaders.
- Support the annual asset capitalisation and depreciation processes for Council's assets.
- Support the collation of data relevant to the operation of water and wastewater assets and infrastructure for the updating of database systems and accurate annual reporting.
- Support the water and wastewater asset revaluation process is undertaken in accordance with accounting standards and Office of Local Government guidelines.
- Provide technical support and leadership to the Water Services group particularly during emergency events

such as water quality incidents, sewer overflows, systems failures or disasters.

- Support the development of maintenance and capital improvement programs for Council's water and wastewater assets.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Tertiary qualifications in Engineering or related discipline, or extensive experience in the field of Water Operations or Water Engineering.
- Current Construction Induction Certificate.
- Hold and maintain a current NSW Driver's licence.

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.

Skills and Experience

- Demonstrated experience in the asset management field with good knowledge of asset management principles and practices as they relate to local government assets.
- Demonstrated experience in asset and/or financial database maintenance.
- Demonstrated ability in capital works programming, project and program management.
- Demonstrated experience in the areas of budget management and cost forecasting.
- Experience in capitalisation and revaluation of assets.
- Demonstrated knowledge in the development and maintenance of an asset management plan for Council assets.
- Experience in the use of Microsoft Office products, GIS and other corporate software programs.
- Well-developed interpersonal, written and verbal communication skills with the ability to build and maintain positive and effective partnerships/relationships within a team environment.

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.

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 Water and Sewer Network Manager.

Supervision Exercised


The following roles report to the Technical Officer Network Operations:

- NIL

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Senior People and Culture Advisor
Date:	17 December 2024

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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