

# Position description

<b>Position title:</b>	Process Engineer
<b>Group:</b>	Operations
<b>Reports to:</b>	Group Manager Operations
<b>Reports:</b>	Direct: 0          Indirect: 0
<b>Status:</b>	Full-time (4 Year Term Contract)
<b>On call roster</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Salary grade:</b>	15
<b>Position code and WAP:</b>	PENG/326
<b>Location:</b>	218-232 Molesworth Street, Lismore

## Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

## Primary purpose of the position

To support and provide technical advice in water treatment processes, dam operations and distribution to the Operations and Planning and Delivery Groups to ensure ongoing provision of clean safe drinking water and delivery of fit for purpose capital works infrastructure as part of the Operations group and Council's Future Water Program.

## Key accountabilities

*Key accountabilities of this position include, but are not limited to, the following:*

- Contribute to and provide expert technical advice to support the organisation's operational commitments and ongoing capital works programs including Councils Future Water Program to ensure on ground operational teams are supported, and delivery of appropriate and fit for purpose engineering solutions are achieved.
- Work with the Dams and Treatment Engineering Manager to ensure relevant guidelines and legislation are met in the design, operation, management and maintenance of Council's water treatment, source and distribution assets.
- Investigate faults, solve complex process issues and provide process advice and recommendations to management, operators and stakeholders across the organisation.
- Contribute to the ongoing maintenance of councils Drinking Water Management Systems (DWMS).
- Assist the Dams and Treatment Engineering Manager and Technical Team Leader in the management of Council's PLC, RTU & SCADA networks and systems.
- Prepare specifications, tenders and manage contracts relating to operational and minor capital works programs.
- Contribute to the preparation of technical reports and business cases for future plant augmentations and upgrades.
- Contribute to Future Water Program ground water management projects including, bore licensing matters, physical and chemical testing programs, EPOCH & floristic surveys.
- Maintain strong and open communication with the Dams and Treatment Engineering Manager and the Future Water Project Team to ensure achievement of operational and capital delivery outcomes.

### Key challenges

- Prioritising a high volume and diverse workload working with cross functional teams (Operations and Planning & Delivery), being effective at both a strategic and operational level, while maintaining a high customer service focus.

### Work Health and Safety responsibilities

- Ensure you are able to competently and safely perform any work you undertake
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

### Key relationships

	Who	Why
Internal	Manager	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues.</li> <li>• Provide advice to guide the development and implementation of relevant works programs.</li> <li>• Identify, discuss and plan for key issues and negotiate successful stakeholder outcomes.</li> </ul>
	Leadership team and key staff	<ul style="list-style-type: none"> <li>• Build capacity and capability at Council to ascertain pertinent, accurate and relevant information to inform business decisions with regards to operational matters and delivery of fit for purpose assets.</li> <li>• Share and transfer specialist knowledge, expertise and skills with operational teams, colleagues and key stakeholders.</li> <li>• Identify and provide advice on new or changing requirements.</li> </ul>
	Team members	<ul style="list-style-type: none"> <li>• Participate in discussions regarding key aspects of operations, planning, development.</li> <li>• Receive guidance and advice from team members based on their expertise and experience.</li> <li>• Provide advice and direction to operations and other team members as required to maximise efficiency and effectiveness.</li> </ul>
	Internal stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate in planning, design and customer service matters.</li> <li>• Receive guidance and advice from internal stakeholders based on their expertise and experience.</li> <li>• Provide advice and direction to internal stakeholders to maximise efficiency and effectiveness.</li> </ul>

	Who	Why
<b>External</b>	Key external stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain professional networks with other practitioners and government/statutory authorities, in relevant fields to maintain awareness of industry trends and issues affecting Council's interests.</li> <li>• Ensure compliance with agreed customer service standards for the development, maintenance and renewal of infrastructure.</li> </ul>

**Acceptance of the position**

I agree to the requirements of the above Position description as at:

\_\_\_\_\_  
(Employee name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Selection criteria**

- Bachelor’s Degree in science, Engineering OR demonstrated equivalent qualifications including relevant extensive experience.
  - Significant demonstrated experience in the operation/optimisation of water treatment plant facilities (6-10yrs experience).
  - Strong contract management, project management, planning, organisational and report writing skills.
  - Highly developed research, analytical and problem-solving skills including an ability to develop and implement innovative solutions.
  - Knowledge and experience in the use of word processing packages, database, spreadsheet, and e-mail applications.
  - Ability to communicate effectively both verbally and in writing with staff including senior managers.
  - Demonstrated ability to manage concurrent projects with competing deadlines.
  - Knowledge and experience in the implementation and usage of Maintenance Management Systems.
- Licences/tickets:
- Driver Licence – Class C
  - Construction Induction Card (or willingness to obtain)
  - Confined Spaces Certification (or willingness to obtain)

**Essential credentials**

Qualifications		Skill Step required
2547	Bachelor's degree in science or Engineering (and relevant industry experience)	Entry
Licences / tickets		
1292	Driver Licence – Class C	Entry
2125	Completion of Council's Employee Induction Training	Entry
2609	Code of Conduct Training Online	Entry
	Cultural Awareness Training	Entry
1805	Construction Induction Certificate (White Card)	Entry
Vaccinations		
2328	Tetanus	Entry
2329	Hep A	Entry
2330	Hep B	Entry

**Skill step progression plan**

Entry Level	
1001	<ul style="list-style-type: none"> <li>Must have 100% of entry level skills.</li> </ul>
2582	Undertake procurement in accordance with Council policies and delegation.
2256	Well-developed time management skills with the ability to identify priorities, plan and organise own work to meet expected timeframes.
1593	Demonstrated experience in project management.
1084	Demonstrated ability to develop and monitor budgets within areas of responsibility
1356	Demonstrated experience in the design, construction and operation of water supply infrastructure
1359	Demonstrated experience in water treatment, or distribution facilities or similar role
1742	Use advanced software features, Telemetry
1267	Demonstrated ability to use computerized information and control systems
2194	Demonstrated ability to communicate and relate technical information appropriately to your target audience

<b>Skill Step 1</b>	
1001 1451	<ul style="list-style-type: none"> <li>Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.</li> </ul>
2572	Demonstrated ability to prioritise and achieve milestones within allocated time frames, both individually and in small teams.
2596	Demonstrated knowledge and compliance with safe manual handling skills
2629	Demonstrated ability to deliver projects on time and budget whilst ensuring quality, safety and environmental outcomes are met.
2338	Demonstrated experience in the development and implementation of improvements to asset management systems and processes.
1657	Demonstrated ability to effectively advise the Projects Manager on resource requirements based on on-site water industry calculations and project requirements
<b>Skill Step 2</b>	
1001 1002 1452	<ul style="list-style-type: none"> <li>Must have 100% of entry level skills +</li> <li>100% of Skill Step 1+</li> <li>Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.</li> </ul>
2300	Demonstrated ability to manage multiple projects and ensure project outcomes are achieved in accordance with project plans
2163	Demonstrated ability to prepare and deliver formal presentations to Senior Management on water operations related issues
2627	Demonstrated ability to develop concept level projects to a detailed, fit for purpose specification and deliver with limited supervision.
2630	Demonstrated ability to implement innovation in the delivery of projects to achieve cost savings and/or improvements to overall project outcomes
1264	Demonstrated ability to develop and document technical specifications and procedures
<b>Skill Step 3</b>	
1001 1003 1453	<ul style="list-style-type: none"> <li>Must have 100% of entry level skills +</li> <li>100% of skills step 1+2</li> <li>Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.</li> </ul>
2646	Demonstrated ability to source equipment using Council's purchasing system in accordance with Council policies and delegations.
1305	Demonstrated ability to develop and implement enhancements to projects after review of plans, drawings and specifications
1740	Demonstrated ability to prepare technical specifications and procedures in a timely manner
1742	Use advanced software features, Telemetry

1664	Understand the risk assessment process and complete risk assessments
<b>Skill Step 4</b>	
1737	To be determined in consultation with your supervisor, subject to approval by the General Manager.