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A step forward in your career,
just a step from the coast.

Senior Technical Officer
Engineering & Construction

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

Senior Technical Officer - Engineering & Construction

BAND

5

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Engineering & Construction

DIVISION

Assets & Operations

REPORTS TO

Manager Engineering & Construction

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Senior Technical Officer Engineering & Construction will lead engineering and construction services for the provision of technical services relating to water, sewer, gas and other infrastructure projects.

KEY RESPONSIBILITY AREAS

- Undertake the technical management and supervision of complex water, wastewater, gas and other projects in accordance with appropriate Australian Standards, Plumbing Regulations, legislation and leading industry practices.
- Provide expert technical advice and practical assistance to customers, staff, management, developers and council on water, wastewater and gas projects, land development applications, build overs, water and wastewater connections, backflow prevention, fire services, trade waste, mains extension, subdivision proposals and other plumbing industry matters in accordance with the Corporation's policies and procedures.
- Ability to successfully conduct tender analysis, administer contracts, and supervise contractors to ensure the quality of capital and development projects are completed to the Corporation's standards.
- Effectively and efficiently managing land development applications to deliver outcomes in accordance with policies, procedures, the Corporate Plan and budget.
- Evaluation of complex sub-division proposals and provision of technical advice on water and sewer servicing of multi-tenement and major commercial developments in accordance with statutory requirements and in relation to the Corporation's policies and procedures, New Customer Contributions and requirements for water and sewer extensions and other services.
- Manage gas, trade waste, backflow prevention in accordance with the Corporation's policies, procedures and relevant plumbing regulations.
- Participate in a "safety first culture", and adherence to the Westernport Water's Occupational Health and Safety, Environmental Management and Asset Management Information Systems (AMIS).
- The ability to determine priorities, work within deadlines, discuss and resolve issues with Managers and Coordinators and fellow employees whilst managing conflicting priorities.
- Ability to effectively and efficiently operate within a team environment.
- Ability to communicate clearly with customers, team members, coordinators, managers and contractors as well as provide written communication, in the form of memos, notices and standard forms.
- Provide support and guidance when dealing with non routine matters.
- Assist in meeting all reporting and legislative compliance requirements.
- Assist with maintaining records and review for accuracy in recording and reporting data in corporate systems, relevant to the Department such as Geographic Information System (GIS), AMIS, Works Management System (WMS) and Financial Management Systems (FMS).
- Participate in the budgeting process with close coordination with finance personnel, ensuring all the requirements are captured. Ensure proper monetary control so that expenditure stays within budget and provide proper justification on variances for financial reports.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from an overhead perspective, with the swimmers' legs and arms visible as they move through the water. The lighting is bright, creating a vibrant blue-green hue. The text is overlaid on the left side of the image.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Key Selection Criteria

Trade Qualifications or relevant Diploma as well as significant experience in engineering, development services and/or project management.

Ability to determine priorities, work within deadlines, discuss and resolve issues with Managers and Coordinators and fellow employees whilst managing conflicting priorities.

Ability to effectively and efficiently operate within a team environment.

Demonstrated high level verbal, written communication and negotiating skills.

Experience accurately reviewing, maintaining and reporting data in corporate systems relevant to the Directorate such as GIS, AMIS, WMS and Financial Management Systems.

Qualifications and Experience

Significant experience in engineering, development services and/or project management (preferably in the water industry).

Well developed administrative and computer skills.

Trade Qualifications or relevant Diploma.

Current driver's licence suitable for Victoria.

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

In this band, the position requires an understanding and an ability to implement personnel policies and practices including agreements, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. They would be also expected to contribute to the development and implementation of long term staffing strategies.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.

Employees in this band must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or participate in the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider Corporation.

In positions where the prime responsibility is to provide specialist advice to or regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

In positions where the prime responsibility is in policy formulation, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed. All positions in this band would have an input into policy development within their area of expertise and/or management.

Judgement and decision making

These positions are essentially problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the Corporation.

In positions where the prime responsibility is in policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Specialist knowledge and skills

Understanding of design and construction principles, procedures and associated documentation preferably related to water and wastewater systems.

Understanding of contract preparation, administration and contractor management principles.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

These positions require proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where the prime responsibility is in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad Corporation-wide framework.

Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.



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