

Position Description

Water Management Technical Officer

Your role:	Water Management Technical Officer
You will report to:	Manager Strategic Assets
Your Directorate:	Environment and Infrastructure
Your Salary Level:	General Officer Level 5 (\$103,829.87 - \$108,407.87)
Special Conditions:	A satisfactory Medical Clearance is required for this role A satisfactory National Police Check is required for this role A current 'C' class Australian Drivers Licence

Position Overview

The purpose of the role is to contribute to the technical management and operation of Council's CWMS (Community Wastewater Management System) to ensure it meets regulatory compliance with all statutory requirements. Manages the CWMS risks to Council, the community and the environment and that CWMS operations and functions are undertaken and reviewed and identified changes implemented.

The position will also be responsible for undertaking the operation management of Council's bore infrastructure including the testing, reporting and maintenance of the infrastructure. Council has numerous water quality initiatives in early planning stages and the role would entail coordinating water testing, gross pollutant trap monitoring, irrigation controllers and reporting to the external agencies for compliance.

You will perform a range of activities and will be required to exercise initiative and judgement when addressing problems and making decisions within established guidelines, legislation, policy, and procedures. This position will require you to work autonomously with general direction from the Manager Civil Services, with assistance available from senior officers on broader aspects of work. You will have a proactive approach, where sensitivity and strict confidentiality are essential.

About the Team

You will be part of a Directorate dedicated to shaping a vibrant and thriving community through visionary leadership, active collaboration, continuous improvement and a commitment to excellence in service delivery. You will be part of a team that fosters strong community connections and strives to deliver outstanding outcomes for our Environment and Public Spaces. Guided by the principles of the Customer Service Framework, Council employees are passionate about providing exceptional service that places our community at the heart of everything we do.



Our Organisation

Adelaide Hills Council is a dynamic and community-focused organisation, committed to enhancing the quality of life for our residents. Nestled in a picturesque region, we take pride in delivering innovative services and fostering strong connections within our community. As part of our team, you'll be contributing to meaningful projects that make the Adelaide Hills a great place to live, work, and visit.

Our values

Grounded In Trust	Build strong foundations through respect, safety, integrity and transparency
Cultivating Connections	Engage with each other and our community to create a thriving, collaborative environment
Nurturing Excellence	Deliver with pride to achieve the best outcomes and celebrate our success
Sowing Seeds for Tomorrow	Foster growth and innovation for a sustainable future

Your Stakeholders

Internal	Elected Members, Directors, Managers, and other employees across the organisation in particular Operations staff and Customer Service
External	Customers, residents, contractors, consultants, sporting bodies, community groups, other government agencies, service providers, authorities (State and Federal) and other Councils

Position Responsibilities

- Undertake compliance requirements to adhere to OTR (Office of the Technical Regulator) Guidelines, ensure compliance with OTR guidelines for drinking water within South Australia, and associated regulatory reporting to regulatory bodies.
- Complete actions outlined in Councils Safety Reliability Maintenance Technical Management Plan (SRMTMP).
- Develop documentation to operate and maintain the Birdwood Wastewater Treatment Plant including procurement and contract management processes.
- Develop and implement an action plan to minimise CWMS stormwater inundation events including problematic stormwater inundation networks.
- Review and maintain the necessary non-drinking water supply agreements as required by the regulatory authorities for internal and external stakeholders.
- Assist as required by completing day to day tasks associated with managing the CWMS networks.
- Assess Council's irrigation network for compliance, reporting and operations to ensure systems are to a high standard.
- Implement Community Wastewater Management Systems (CWMS) Stakeholder engagement and provide timely and accurate correspondence to external parties informing them of CWMS delivery requirements.
- Review and maintain irrigation compliance across the network of backflow and controllers.
- Assess and maintain gross pollutant traps within the storm water management network and cyclical maintenance.
- Manage the day-to-day operation of Council's bore infrastructure including the maintenance, operations and reporting.



- In consultation with Asset and Finance teams, review, update budgets, Long Term Financial Plans where required.
- Build relationships with internal and external stakeholders to achieve customer focused outcomes.
- Review existing trade waste requirements including policies, procedures and establishing requirements with external agencies.

Position Criteria

Technical Knowledge & Experience	• Experience in working in a CWMS regulatory and technical management environment. • Experience in liaising with statutory bodies in regard to CWMS compliance matters. • Ability to meet multiple priorities on time and within budget. • Sound knowledge of and ability to interpret and implement relevant codes, standards, criteria, guidelines and legislation in relation to CWMS including the Water Industry Act 2012. • Sound understanding of ESCOSA Water Industry Retail License requirements and the ability to interpret and implement licence conditions. • Sound knowledge of the operational aspects of CWMS networks including pump stations, treatment lagoons, treatment plants, pipe mains and other CWMS infrastructure. • Knowledge of CWMS emergency management actions and ability to review and develop Emergency Response Plans. • Working knowledge of Microsoft 365 suite of product, and high level of excel or database systems is preferred. • Experience in managing bore, irrigation and water infrastructure systems. • Procurement, contract management and project management experience. • Manage time, plan and prioritise projects and tasks and organise work to meet deadlines and meet statutory regulations. • Ability to manage time with competing priorities. • Ability to adapt to a changing work environment. (Numerous sites, teams and operational activities) • Demonstrated analytic skills. • Ability to deal with confidential information in a discrete manner.	Essential
	• Experience in office administration and customer service, with Local Government experience desirable. • Ability to undertake systematic problem solving of complex issues. • Experience in obtaining, reviewing and analysing information and recommending outcomes. • Knowledge of CWMS infrastructure and maintenance costs.	Desirable
Collaboration and Communication	• High level written and verbal communication skills.	Essential

	Ongoing interaction with broad range of internal and external customers and staff.	
Qualifications	Car Drivers Licence.	Desirable
Customer Service	Excel at providing a positive customer service experience to internal and external stakeholders.	Essential
Government Experience	Experience working in a government environment.	Desirable
Corporate Experience	- Experience in a waste water environment, statutory regulator or a water entity is preferred. - Working knowledge of Office 365 and use of corporate technology. - Experience in utilising corporate systems in either financing, reporting, record keeping, customer requests or maintenance systems.	Essential

Work Health & Safety

As part of your responsibilities, you will actively support a safe and healthy workplace by following Council's Work Health and Safety (WHS) policies and procedures. This includes taking reasonable care for your own safety and that of others, using provided protective equipment, following instructions, and reporting hazards, injuries, or incidents promptly. Your proactive participation in safety initiatives and adherence to the WHS Act 2012 (SA) ensures a safe working environment for all.

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards but not limited to, our Organisational Values and Code of Conduct for Employees.

Job Requirements Guide

Job Requirements Guide

Frequency guide

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| 1. Constant (ongoing, occurs daily) | 2. Frequent (occurs 1-2 times daily) |
| 3. Occasional (occurs 2-4 times per week) | 4. Infrequent (occurs once per week or less) |

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing			X			
Walking			X			
Sitting		X				
Bending /twisting the back					X	
Bending /twisting the neck					X	
Kneeling/squatting/crouching					X	
Climbing e.g. stairs/steps/ladders			X			
Reaching forward /sideways >30 cm				X		
Working with hands above shoulder height					X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg					X	
Pushing/pulling/dragging					X	
Gripping/grabbing					X	
Fine hand coordination					X	
Holding/supporting any object or person					X	

Environmental						
Work in an indoor/outdoor environment				X		
Work at heights					X	
Work in confined spaces					X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper					X	

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery						
Exposure to noise					X	
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals					X	
Exposure to fumes/dust					X	
Managing security/private information		X				

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones		X				
Dealing with highly emotional/ conflict situations				X		
Dealing with difficult/complex negotiation of a personal nature				X		
Working in a team requiring maintenance of relationships/ communication with others			X			
Working in isolation or with limited interpersonal interactions/ supervision				X		
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions			X			
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)		X				