

Position Description

Mechanical/Electrical Engineer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
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Position limit within salary system: (20 Grade structure)	Grade 16 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Works and Civil
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Section:	Water Cycle
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Team:	Mechanical and Electrical
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Work base:	Either Maclean or South Grafton (Rushforth Road Works Depot) as agreed, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future
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Position responsible to:	Manager Water Cycle
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Level of support and supervision:	High level of independence with routine reporting function to Manager Water Cycle
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Responsible for the Mechanical/Electrical team through the Supervisor, who reports to this position
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Internal contacts:	All staff within Council
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External contacts:	General public, government authorities, private organisations, consultants and contractors
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Frequent driving between job sites

Walking on uneven ground

Climbing steps and ladders

Purpose of the position

To develop and implement procedures and programs for Water Cycle mechanical, electrical and SCADA assets within the budgetary framework established by Council and consistent with the objectives of Council's Operational and relevant Asset Management Plans.

To ensure effective and efficient delivery of major and minor construction and maintenance projects, giving due consideration to Legislation and standards as may be applicable.

Undertake research and assist in the formulation of strategic planning in relation to mechanical and electrical services for the Water Cycle Section.

Apply problem solving skills to identify and classify possible sources of risk, consult with stakeholders where required and proactively implement strategies to mitigate identified risks, while ensuring compliance with legislation, standards and Council policies.

Major duties and responsibilities

Manage and control Water Cycle's Mechanical and Electrical operations and day labour construction ensuring adequate quality control and productivity, including developing and implementing proper work practices and techniques to ensure a high standard of work and personnel safety.

Supervise, mentor and support the staff reporting to the position.

Formulate, develop and implement procedures related to Water Cycle Mechanical and Electrical operations to improve productivity of Council's operations and ensure compliance with regulatory standards.

Prepare, implement and review mechanical, electrical and SCADA maintenance and operations schedules to sustain reliability and safety.

Plan and manage maintenance and renewal such that component life is optimised, breakdown time is minimised and equipment is operating efficiently with minimised electricity consumption.

Undertake budget preparation for mechanical and electrical operations.

Review contractor and developer Mechanical and Electrical designs to ensure proposed assets provide optimal whole of life outcome for Council.

Undertake Mechanical and Electrical procurement including development of appropriate specifications to provide optimal whole of life outcome for Council.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Bachelor in Electrical or Mechanical Engineering, or equivalent

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Eligibility for registration as a Professional Engineer in either the mechanical engineering or electrical engineering disciplines under the NSW *Design and Building Practitioners Act 2020*

Experience

Demonstrated experience in the provision of mechanical and/or electrical operation and management services, including understanding of industry standards, legislative requirements, principles and trends

Experience in process improvement; achieving efficiencies whilst maintaining minimal impacts on current processes

Position related skills

Well developed analytical and investigative skills

Well developed problem solving and conflict resolution

Strong communication skills, with the ability motivate lead and support a multi disciplinary team

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary qualifications in project management

Licences/tickets, clearances, membership

Nil

Experience

Previous experience in the water and/or sewerage industry

Experience in using ClearSCADA

Previous experience in the preparation of tenders from scoping through to award

Position related skills

Demonstrated well developed negotiation/mediation skills

Other features of this position may include

The position may require call-back and weekend work to supervise work which is being undertaken outside of normal working hours

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: Date

Employee
