Thank you for your inquiry regarding the position of

Technical Officer 2IC

(Environmental Health, Water and Sewerage)

Cloncurry Shire Council

The following is provided for your reference to facilitate your application:

- *Advertisement*
- *Position description*
- *Selection criteria*
- *Salary and conditions*

General information on the Cloncurry Shire and the Council can be obtained from our website:- www.cloncurry.qld.gov.au

Please return your application by 5:00pm Friday 10 March 2012, marked Technical Officer "Confidential", to:

Chief Executive Officer
Cloncurry Shire Council
PO Box 3
CLONCURRY QLD 4824

Applications via facsimile or e-mail (council@cloncurry.qld.gov.au) are acceptable.

Applicants must provide a cover letter that includes a statement addressing the selection criteria and a current resume outlining relevant work experience with at least two current or recent employment referees.

Enquiries in respect of the position are to be directed to the Human Resources Officer on (07) 4742 4100.

CLONCURRY SHIRE COUNCIL

POSITIONS VACANT

Cloncurry is situated in far western Queensland and offers a unique lifestyle with a mixture of mining and cattle as the region's main industries.

Council's **Environmental Health, Water and Sewerage Department** are seeking applications from highly motivated and suitably qualified persons for the following positions based in Cloncurry.

- **TECHNICAL OFFICER – 2IC**
- **ADMINISTRATION SUPPORT OFFICER**

An information pack, incorporating a position description and the selection criteria for each respective position may be obtained by contacting the Shire officer on telephone (07) 4742 4100; on council's website www.cloncurry.qld.gov.au; or email council@cloncurry.qld.gov.au

It is recommended that all applicants obtain the information pack prior to submitting an application as it is essential that applicants address the selection criteria.

Applications must be received by 5:00 p.m. Friday 10 March 2012.

Joanne Green
Acting Chief Executive Officer

Cloncurry Shire Council
Position Description

Title:	**Technical Officer (2IC)**
Stream:	**Environmental Services**
Award:	**Queensland Local Government Officers' Award 1998**
Level:	**7 – 8 (dependent upon qualifications and experience)**

Position Objectives:

Be directly responsible to the Manager of Environmental Health Water & Sewerage for the operation and maintenance of Council's environmental services; water and sewerage operations and to ensure repair and maintenance of Council's plumbing, electrical and building infrastructure within the managed area.

As an authorised person, ensure compliance of Council's Local Laws as it relates to the managed area.

The managed area consists of, but is not restricted to:

- Environmental Health
- Sewerage Treatment Plant
- Water Treatment Plant
- Water Mains & Reticulation
- Nuisance & Animal Control
- Stock Routes & Weed Management
- Waste & Refuse Tip Management
- Town Planning
- Building & Plumbing
- Asset Management

Key Responsibilities:

The following outlines the key responsibilities of the position, but is not all encompassing:

- Provide supervision of the day-to-day operations of the Environmental Services department including water and sewerage treatment and plumbing services;
- Assist in the budget preparation for repairs and maintenance within the managed area;
- Plan and allocate work priorities to staff within the managed area;
- Oversee the maintenance programs within the managed area and predetermine ordering requirements and raise requisitions for goods and services;
- Develop, review and maintain procedure manuals to ensure compliance with legislation and industry standards within the managed area;
- Participate in the maintenance and repair work as part of the Environmental Services Team;
- Consult with the Manager of Environmental Health, Water & Sewerage in regard to the development or modification of plant and/or the purchase of new or replacement plant and equipment for budgetary purposes;
- Maintain accurate and complete records of compliance activities, repairs and maintenance within the managed area;
- Be familiar with and monitor progressive job costs and allocations;
- On occasion, act as the department's emergency contact in regard to infrastructure and other problems within the managed area. (ie. outside normal operating hours);
- Prepare operational reports as requested by the department Manager;
- Recommend to the department Manager changes which would facilitate better service to customers, or would improve efficiency and reduce costs either within the managed area or other areas of Council;
- Perform higher duties in the absence of the department Manager as required;
- Other position related duties as requested by the Manager.

Requirements of the Position:

Skills

- Possess demonstrated leadership skills and have the ability to lead and mentor both within the managed area and Council as a whole;
- Possess the ability to prioritise tasks for the benefit of the managed area and the achievement of Council's objectives;
- Possess demonstrated technical skills and have the ability to interpret technical specifications associated with the position responsibilities;
- Possess demonstrated problem solving skills and the ability to make on-the-job decisions when working in an unsupervised environment;
- Possess a high level of literacy and numeracy skills;
- Demonstrated computer skills.

Knowledge

- Possess demonstrated knowledge of Workplace Health & Safety practises;
- Possess wide knowledge of water and sewerage treatment plant operations, environmental health, compliance (legislation, local laws etc.), operation and maintenance of bores and pumps.

Experience/Qualifications

- Certificate III Water Industry training and/or a demonstrated knowledge of water plant operations or the ability to rapidly acquire the knowledge;
- Experience in compliance – local laws, legislation, powers of entry
- Certificate in Environmental Health would be highly desirable;
- Experience in bore operations;
- Experience with pipe works and/or reticulation operations;
- Must hold and maintain a C class driver's licence.

Training

- On the job training as required but possessing a sound skills base as a minimum pre-requisite.

Organisational Relationships:

Reports to: Manager of Environmental Health, Water & Sewerage

Accountable to: Chief Executive Officer

Internal Liaisons

All Council personnel and elected members

External Liaisons

The general public and clients
Various government agencies and Local Government authorities

General Information:

- This position is located at the Cloncurry Shire Council Administration office, Scarr Street.
- A three month probation period applies.
- Some general features of this position require the application of knowledge and skills, which are gained through training and experience in the field.
- This position is required to work outside of normal hours (including weekends) from time to time.

Workplace Health and Safety Obligations:

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 36 of the *Workplace Health and Safety Act 1995* an employee shall:

- Comply and use any instructions or equipment given to ensure a safe and healthy workplace is provided
- Not misuse or interfere with documents or equipment supplied that ensure the workplace health and safety at the workplace
- Not place their own or another employee's workplace health and safety at risk through performing dangerous tasks or not complying with instructions given
- Not wilfully injure themselves

- Use personal protective equipment in the appropriate manner if it is supplied

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above and in addition any specific workplace health and safety issues that pertain to the type of work being performed.

Key Selection Criteria:

1. Certificate III in Water Industry Training (highly desirable); or the ability to rapidly acquire.
2. Certificate in Environmental Health (desirable); or the ability to acquire knowledge in the field.
3. Experience in maintenance and operation of bores and pumps.
4. Demonstrated knowledge of Local Government, local laws and legislation as it relates to the managed area.
5. Excellent interpersonal and written communication skills.
6. Excellent time management skills both independent and as part of a team.
7. Demonstrated computer literacy skills and the ability to produce accurate and complete reports, correspondence and data entry.
8. Demonstrated knowledge of Workplace Health and Safety Practises.
9. Applicant must hold or have the ability to acquire prior to engagement a current Construction White/Blue Card.
10. Applicant must hold and maintain a current C class manual driver’s licence.

SCHEDULE B

REMUNERATION DETAILS - SALARY AND CONDITIONS

The remuneration package will be inclusive of the following: -

1. Commencement salary in the range of $61,163 and $71,566 which is based upon level 7.1 and 8.5 of the Award and will be dependent upon qualifications and experience. (Negotiable)

2. Locality allowance paid in addition to the salary, as per the Award (currently $2,995 per annum with qualifying dependents – 50% of this without dependents).

3. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards the accrual of a monthly RDO). These hours are generally worked Monday to Friday with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.

4. Rostered days off in accordance with Council policy – a monthly RDO applies and is subject to accrual of entitlement. Accumulated rostered days off are not to exceed at any one time more than 5 days.

5. Provision for time in lieu (TIL) to be worked as agreed with the Manager. The accrued time in lieu at any one time is not to exceed 72.5 hours). Overtime does not form part of this agreement.

6. 5 weeks annual leave per annum (plus 17.5% leave loading). Annual leave becomes available after the completion of 12 months continuous service.

7. Provision of a mobile phone for work purposes with private calls to be reimbursed in accordance with Council policy.

8. Provision of a motor vehicle for official Council use (including commuter use) with reasonable private use within the Shire in accordance with Council policy and subject to approval from the Chief Executive Officer. Private use may attract Fringe Benefits Tax.

9. The Council will make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the *Local Government Act 2009*. The current rate is 9% of ordinary earnings. The employee will be liable to make contributions to the scheme in accordance with the requirements of the *Local Government Act 2009*. This involves the Council making a further contribution of 3% of the value of the employee's ordinary earnings where the employee contributes 6% of the value of the employee's ordinary earnings. The 6% employee contribution is voluntary at commencement of employment but becomes compulsory after 12 months of continuous employment in any Local Government.

10. Other conditions as per the Award and Council's Enterprise Bargaining Agreement.