

POSITION DESCRIPTION

Position title	Asset Engineer
Section	Asset Planning
Employment type	Full Time Permanent
Classification	Band 7
Location	Warrnambool
Date Approved	April 2024
Approving Officer	General Manager – Assets and Service Delivery

POSITION OBJECTIVES

To assist in forward planning and system performance review of water and wastewater systems of Wannon Water.

To assist in the preparation of the capital investment plan, ensuring the maintenance of reliable services across our region.

To provide technical support and information to customers, consultants, property developers, agency partners and Wannon Water employees.

To be aware of and promote the use of innovative approaches when developing new or replacement infrastructure solutions.

KEY RESPONSIBILITIES & DUTIES

Develop new and update existing computer simulation models of water and wastewater systems.

Review the performance of existing systems and recommend system improvements/augmentations for input into strategic and action plans, including adaptation of climate change impacts.

Prepare and/or review concept designs for works which are new, maintain and/or expand the Corporation's systems.

Evaluate possible works options in accordance with Wannon Water's standard "Business Case Template" and look to increase service level and asset resilience.

Prepare budget estimates of works and business cases for input into the capital investment plan.

Provide information and advice to customers, Public Authorities, consultants and Wannon Water employee's relating to Wannon Water assets and requirements for new developments, subdivisions and city/township growth.

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Undertake investigation, estimation and implementation of works to provide water and wastewater services to properties in accordance with Wannon Water's policies and procedures and Water Act 1989.

Assist in the management of Council Planning amendments which require inputs and recommendations from Wannon Water.

Provide input to and share information from the Intelligent Water Network (IWN) and other water corporations including promoting the development and progress of trials across participating Victorian water corporations for the benefit of Wannon Water services.

Share knowledge and support the Asset Planning team for the betterment of Wannon Water.

ORGANISATIONAL RELATIONSHIPS

Responsible to	Manager – Asset Planning
Responsible for	All Wannon Water employees
External Liaison	Municipalities, service authorities, developers, consultants, customers, businesses and professional personnel

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Responsible for managing and evaluating modelled systems, investigating options, producing concept designs and undertaking options evaluations in accordance with standard practice, Acts of Parliament, Australian Standards, design manuals, Wannon Water policies and the like.

Responsible for accurate survey, estimation and budgeting assistance in accordance with accepted practice.

Responsible for providing accurate information to all customers and stakeholders reflecting Wannon Water's practices and policies, with input into policy design development and undertaking to improve efficiency and effectiveness of Wannon Water operations

The incumbent is accountable for all the information provided and has the freedom to identify solutions that may be new or innovative (subject to professional review) that may have a substantial impact on the projects to be undertaken and on the public perception of Wannon Water. The incumbent is expected to work without regular supervision.

The limit of authority is controlled by Wannon Water policy, and directions by the Manager.

JUDGEMENT AND DECISION MAKING

The incumbent is expected to use ones own initiative and judgement in evaluating options and presenting the preferred option to the relevant manager (the choice of proposal being the domain of others). Problem solving will be required with the application of established techniques to new situations and the need to recognise when these established techniques are not appropriate.

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Guidance is generally available and major decisions/directions regarding each project will be discussed and agreed upon by the incumbent, Manager, Branch Manager, General Manager and other relevant Managers, usually considered from developed options. Advice from consultants, government departments and other specialists will be considered.

SPECIALIST SKILLS & KNOWLEDGE

Essential skills:

- Having an Analytical approach and the ability to undertake a range of water and sewer computations
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures as well as the ability to build and critique business cases.
- * Understanding of the long-term goals of Wannon Water and of its corporate values, objectives, goals and future challenges
- * Sense of fairness
- * General operating knowledge of MS Office
- * Receptive and cooperative team worker.

Desirable skills:

- * Ability to evaluate the performance of water systems using modelling software;
- * Surveying equipment;
- * To use software packages including AutoCAD, Infoworks and eWater Source.

MANAGEMENT SKILLS

This position requires 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.

An understanding and an ability to implement personnel policies and practices including certified agreements, equal opportunity and occupational health and safety policies. As well as contribution to the development and implementation of long-term staffing strategies.

INTERPERSONAL SKILLS

This position requires the ability to;

- Write reports and external correspondence in areas of expertise.
- Discuss and resolve specialist technical issues by liaising with various parties within Wannon Water and other organisations, such as agency partners, consultants, specialists in order to accomplish given tasks.
- An ability to gain cooperation with approval authorities and other bodies is a desirable skill.
- Provide leadership, guidance and motivation for other team members.

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QUALIFICATIONS & EXPERIENCE

Essential

- Diploma/Degree in Engineering.
- Two to five years' experience in water and wastewater planning, design and development is desirable.

A copy of current driver's licence is required for inclusion on personnel record.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:

Our slogan

- Think It!
- Work It!
- Own It!

Our Values

- People Focused
- Respect
- Collaboration
- Innovation
- Integrity

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We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

Minimum Employment Period

All successful applicants will be subject to six month minimum employment period as per the Fair Work Act 2009

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for their personal gain or advantage, nor disclose any confidential information which may be acquired as a result of their employment by the Corporation".

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised ISO45001. These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

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Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____