

position description



GWMWater

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*Certified to best practice standards
ISO 9001 / 14001 and AS/NZS 4801*

GROUP: *Infrastructure*
DIVISION: *Planning and Development*
POSITION LOCATION: *Horsham*
TITLE: *Graduate Engineer*
CLASSIFICATION: *Band B (Professional Services)*
POSITION NO: *4420*
NAME OF JOB HOLDER: *Vacant*

ORGANISATIONAL CONTEXT

GWMWater has a responsibility to provide, manage, operate and protect water supply and sewerage systems for our community. Serving a region with a population of approximately 72,000 people, our activities cover some 62,000 km² which is about 25% of the State of Victoria.

We provide our urban towns with a secure water supply, with most areas supplied drinking (potable) water that meets the specifications of the *Safe Drinking Water Act 2003* and the *Safe Drinking Water Regulations 2015*. In a 'normal season', this involves delivery of around 10 gigalitres of water to approximately 31,000 urban properties in 71 towns.

Our wastewater services operate mainly in our larger towns which involves recycling 100% of water for watering sporting fields, parks and gardens, vineyards and agricultural uses.

We provide domestic and stock water services to 11,000 rural customers. A bulk water supply is also available to our rural customers, typically for intensive agricultural activities such as poultry farms, piggeries and commercial feedlots.

We are responsible for water resource management in our region, which includes surface water, groundwater, river diversions, and the support of key regional catchment and environmental management strategies.

Our groundwater bores supply 15 towns in the south east, south west and west of the supply area. We issue diversion licences from unregulated waterways, licences for farm dams and groundwater extraction licences through delegation from the Minister of Water.

We are also the nominated the Resource Manager and Storage Manager on behalf of the Minister for Water and operate and control eight bulk water supply reservoirs which are an integral part of our water supply system. These reservoirs also provide opportunities for recreational activities such as camping, water skiing, swimming and boating.

POSITION SUMMARY

The Graduate Engineer will be exposed to all aspects of water industry capital works including planning and development, technical and economic evaluation, design and documentation, tender preparation and review, construction and contract management.

All staff are required to comply with the quality, safety and environmental standards set out in the Corporate Management System.

Staff must ensure that all data is kept secure as per the Information and Communications Technologies (ICT) Security Policy.

This position:

Reports to:	Senior Engineer Planning
Supervises:	Nil
Internal relationships:	<ul style="list-style-type: none">• All functional business groups
External relationships:	<ul style="list-style-type: none">• Customers• Consultants and contractors• Local Authorities• Other utilities and service providers

KEY RESPONSIBILITIES AND DUTIES

1. Plan and ensure the effective and timely evaluation, design and documentation of capital works.
2. Engage with internal and external stakeholders to investigate issues, determine priorities and identify solutions to facilitate planning of approved capital works projects.
3. Prepare documentation for procurement of approved capital works in accordance with GWMWater's standard specifications and Purchasing Policy.
4. Design and documentation of approved rural, urban water and wastewater works.
5. Prepare briefs for the provision of consulting services on identified specialist/major projects, assess proposals from consultants and manage consultants providing design services.
6. Work with Corporation staff and consulting engineering personnel in a harmonious and productive manner.
7. Control, monitor and report on performance and relevant expenditure in accordance with Corporation requirements.
8. Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes, in accordance with GWMWater procedures.
9. Undertake other duties and functions as directed, commensurate with current level of skills and classification.

KEY SELECTION CRITERIA

Qualifications, Knowledge, Experience and Skills (KS 6, 7, 16, 23)

Essential

- A Degree in a relevant engineering discipline. (eg civil, mechanical, chemical, electrical, environmental)
- Interpersonal skills
- Organising and planning skills
- Problem solving skills
- Commitment to service excellence
- Demonstrated ability to perform the duties and functions specified

Desirable

- Knowledge of project/contract management practices and procedures
- Experience in the water and wastewater engineering discipline

Attributes (Personal Qualities) (PQ 6, 8, 10, 17)

- Detail focus
- Drive and commitment
- Flexibility
- Teamwork

Certificates, Licences and Registrations

- Current eligible motor vehicle licence to drive in Australia

AUTHORISATION and APPROVAL

PREPARED ON: December 2021

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