

<b>Position Title</b>	Environmental Engineer
<b>Department</b>	City Assets
<b>Unit</b>	Roads Operations
<b>Team</b>	Landfill Operations
<b>Supervises</b>	Nil
<b>Reports To</b>	Coordinator Landfill Operations
<b>Grade</b>	H
<b>Date Prepared</b>	8/10/2019
<b>Date Last Updated</b>	25/09/2023

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To plan, organise, coordinate and carry out activities associated with environmental compliance requirements at Kelso Landfill and former landfills within the City Minimise environmental risk through planning, coordinating and carrying out best practice environmental related activities and initiatives.

## Accountabilities

- Monitoring systems and Kelso site operations for compliance with EPL conditions; conduct routine surveillance of environmental management measures, with special attention to run off and surface waters; maintain records – ensure monitoring is performed in accordance with EPL.
- Assist in the management of closed landfill operations including the coordination of site monitoring and leachate treatment plant operations.
- Analyse environmental data and provide technical advice on data provided.
- Pro-actively identify and report adverse conditions or environmental hazards; propose environmental improvements; plan and implement interventions in consultation with Coordinator Landfill Operations.
- Support the development and implementation of management plans and procedures for the Kelso Waste Management Centre and closed landfills within the CB City LGA.
- Work with project teams and contribute to project delivery.
- Arrange cost estimates and obtain quotations for minor project works; reconcile and process invoices and manage project documentation.
- Plan, coordinate, finalise and submit monthly waste contribution report in line with Sect 88 of the POEO Act and POEO Waste Regulations 2014.
- Oversee compliance with Resource Recovery Order and Exemption (sec91-96 Waste Regulations) and organise, assess and implement test results.
- Respond to enquiries, write reports and correspondence, prepare business case documentation.
- Manage allocated tasks efficiently and within agreed timeframes; achieve costs, time and quality objectives.
- Develop and maintain co-operative relationships with internal and external stakeholders including the EPA.

- Manage EPA grant program for development of process for inclusion of glass in road base material.
- Respond to environmental incidents including the notification of relevant stakeholders.
- Manage onsite environmental devices including the weather station and irrigation controller.
- Communicate as necessary with all workers regarding environmental management issues.
- Assist in the operation of the Kelso weighbridge system.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
<b>Personal Character</b>	Lead Self	Advanced
	Display Resilience	Adept
	<b>Act with Integrity</b>	Advanced
	<b>Safety and Accountability</b>	Advanced
<b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Adept
<b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	<b>Innovate and Improve</b>	Advanced
	Deliver Results	Advanced
<b>Resources</b>	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	<b>Procurement and Contracts</b>	Adept
<b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul>
<b>Personal Character</b>		
Safety and Accountability	Advanced	<ul style="list-style-type: none"> <li>• Is prepared to make decisions involving tough choices and weighing of risks</li> <li>• Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>• Takes responsibility for outcomes, including mistakes and failures</li> <li>• Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>• Oversees implementation of safe work practices and the management framework</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> </ul>

		<ul style="list-style-type: none"> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Results</b>		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> <li>• Explores creative alternatives to improve management systems, processes and practices</li> <li>• Contributes own knowledge and experience to staff training and development sessions</li> </ul>
<b>Resources</b>		
Procurement and Contracts	Adept	<ul style="list-style-type: none"> <li>• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>• Delivers open, transparent, competitive and effective procurement processes</li> <li>• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>• Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

## Qualifications and Experience

### Essential Qualifications

- Degree in Environmental Engineering or related discipline.
- Class C Drivers Licence

### Essential Experience

- Demonstrated understanding of environmental management systems (ISO 14001).
- Demonstrated experience in the management of environmental compliance.
- Demonstrated ability to interpret and derive meaning from technical and scientific data.
- Demonstrated knowledge of surface water and sediment control techniques.
- Ability to interpret and apply relevant legislation and function effectively in a statutory/regulative environment.
- Demonstrated problem solving and initiative, including the ability to initiate and respond effectively to change.
- Excellent written and oral communication skills including ability to communicate with a range of stakeholders.
- High level computer skills including Microsoft Word, Excel, PowerPoint, Outlook.
- Knowledge of the Protection of the Environment (Operations) Act 1997 Protection of the Environment (Waste). Regulations and NSW regulatory framework for managing wastes.
- Understanding of continuous learning principles EEO, WHS, ethical practice principles and the ability to act with probity at all times.

### Desirable Qualifications and or Experience

- Completion of any relevant short course eg waste management, WHS, sustainability.
- SafeWork NSW General Construction Induction Card.
- First Aid Certificate.
- Experience in Microsoft Project.

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>