



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Title:	Engineering Officer – Poruma
Instrument:	<i>Torres Strait Island Regional Council Certified Agreement 2021</i>
Stream:	(Stream B) Division 2: Section 5 - Operational Services (Level 2 and 3, Wage Level 3)
Status:	Full Time Permanent
Department:	Engineering Services
Reports to:	Divisional Engineering Officer (DEO)
Location:	Division 11, Poruma Island

WHAT YOU NEED TO KNOW ABOUT APPLYING FOR THE POSITION

Applications close on Friday, 10 May 2024

To apply for this role: Please apply directly to: <http://www.tsirc.qld.gov.au/> and click “Work for Us” and then “Vacancies”. Click on the interested position and follow the prompts.

Please submit:

- *A cover letter no more than two (2) pages and an updated resume.*
- *Address in your cover letter how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.*
- *Current “C” class, Type “Provisional” or higher Queensland Drivers Licence.*

KEY RESPONSIBILITIES

- Provide a range of services to ensure the sustainability of community and council infrastructure aimed at enhancing the environment of the Torres Strait region.

Date created

Date reviewed: 10/05/2021 v2: July 2022 v3: August 2022 v4:22/02/23

Created by: Functional Manager

Reviewed by: Human Resources

KEY TASKS

Engineering

- Undertake a range of operational and maintenance activities which provide high quality infrastructure services, public facilities and amenities, including but not limited to:
 - Road and ancillary works;
 - Parks, gardens and reserves;
 - Water supply and sewerage;
 - Collection and Treatment of Solid Waste;
 - Stormwater;
 - Airport Facilities; and
 - Marine facilities
- Operate fixed and mobile fixtures, plant, machinery, tools and equipment to undertake the operations and maintenance of infrastructure controlled by Engineering Services.
- Participate in the full range of the Engineering Services Team duties related to the performance of general works, civil works, operations and maintenance including, but not restricted to, (a) manual labour activities and the transfer and/or cartage of plant, equipment, tools and other items, (b) depot and/or worksite 'housekeeping', cleaning, and maintenance activities to ensure the team meets its objectives.
- Ensure continuous communication with the Divisional Engineering Officer to inform of the status/condition of Council's assets as appropriate.
- Check emails, incoming faxes and phone messages on a daily basis for requests / information from management or other Engineering Services personnel.
- Report all defects to Divisional Engineering Officer immediately.

Water Duties

- Maintain an adequate and safe potable water supply for the community which meets the National guidelines and regulatory requirements at all times.
- Work with Engineering Services staff to ensure the effective operation of the water treatment plant, pumping stations, water storage lagoon and associated plant and equipment.
- Undertake effective and preventative and emergency maintenance to achieve system reliability.
- Ensure that water main breaks and pump station breakdowns are attended to and rectified in the shortest possible time after being advised of the problems.
- Ensure sampling and testing of water is carried out and the results of all tests are recorded.
- Ensure water operation infrastructures are kept clean and tidy at all times.
- Maintain and manage the inventory of spare parts, tools and resources.
- Actively promote the importance of water conservation to the community and promote the importance of clean, safe water supply as an essential aspect of community wellbeing.

Sewerage Duties

- Work with Engineering Services staff to ensure the effective operation of the wastewater treatment plant, pumping stations, sewerage reticulation and associated plant and equipment.
- Plan, organise and undertake the daily tasks in wastewater operations as per operations manuals.
- Undertake effective preventative and emergency repairs as required to ensure system reliability.
- Wastewater samples to be sent to laboratory and ensure to have all equipment available to carry out samples in the first week of every month.
- Ensure the correct procedure for sampling and testing of wastewater is followed and results are forwarded to the Operational Manager end of each week.
- Ensure water operation infrastructures are kept clean and tidy at all times.
- Maintain and manage the inventory of spare parts.

Airport Duties

- Perform and record regular airstrip inspection in accordance with regulation requirements.
- To maintain serviceability in accordance with relevant regulations.
- Report hazardous situations immediately to relevant supervisors, airline operators, agents and others.
- Ensure all Regular Passenger Transport Services are met as per relevant regulations and plans.
- Facilitate repairs and ensure appropriate hazard removal procedures are initiated, minimising disruption to aircraft operations.
- Work in a safe manner and ensure passengers and users of airstrip are aware of safety requirements and restrictions.
- Maintain airports in a serviceable condition and rectify any defects found in the aerodrome serviceability inspections.
- Carry out aerodrome training as per relevant regulations.

Seaports Duties

- Undertake weekly inspection of seaport (Finger jetty, pontoon, ramp).
- Meet weekly barge to receive and record all deliveries and dispatches and provide copy of consignment/delivery notes to the Divisional Engineering Officer.
- Report any defects to the Divisional Engineering Officer immediately.

Waste Duties

- To provide effective and efficient waste collection of commercial and residential waste on a bi-weekly schedule.
- Management of landfill as per Environmental Licence and Waste management guidelines.
- Ensure storm water drains around and through the landfill are maintained
- Ensure waste is segregated into relevant locations.
- Ensure the landfill is maintained so the site can be secured at all times.
- Monitor and report illegal dumping outside designated landfill site.
- Record the number of residential and commercial bins collected after each run and provide count to the Divisional Engineering Officer.
- Record and report bins that require repair or replacement to the Divisional Engineering Officer.
- Ensure street bins are maintained to prevent health issues.

Civil Duties

- Monitor main roads for potholes and sand build up weekly.
- Repair potholes and report to Divisional Engineering Officer.

General

- Participate in and perform any other duties as required.
- Ensure all debtors-related corporate information is captured within Council's business system (Technology One and Enterprise Content Management System) adhering to recordkeeping policies and procedures.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment is maintained at all times.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Maintain productive working relationships and provide team support.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training

SKILLS / QUALIFICATIONS

Essential

- Current “C” class, Type “Provisional” or higher Queensland Drivers Licence.

Desirable

- Current Construction Industry General Induction Card.
- Minimum of Certificate III in Water Industry Operations, Civil Operations or equivalent trade qualification (e.g. Civil Construction, waste).

OTHER CONDITIONS / REQUIREMENTS

Occasional travel to the Torres Strait Islands is a requirement of this position.

The preferred applicant may be required to apply for a National Police Certificate before appointment.

TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.

The employee shall comply with relevant WHS legislation, Codes of Practice and Council’s Workplace Health and Safety Management System.

Where the health and safety requirements of your duties are identified as high risk those tasks will be allocated according to your capability & level of training.

The position may involve and is not limited to the following physical capabilities: a) possible use of handheld power tools, b) lifting, c) kneeling, d) sitting, e) squatting, f) bending, g) reaching, h) repetitive movements and i) exposure to working at heights and confined spaces.

The position involves working in temperature extremes and exposure to outdoor elements whilst conducting field work, audits, etc.

The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:

- a. workplace health and safety
- b. anti-discrimination
- c. equal employment opportunity
- d. confidentiality
- e. local government principles
- f. Ailan Kastom
- g. The Council visions and values listed on the next page

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> We show care for people and look out for each other. We speak up and support others to be safe and healthy. We respectfully address behaviours that conflict with Council's values. We create positive unity within our organisation, our communities and our region. 	
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> We respect and recognise Ailan Kastom. We are open and collaborative, valuing clear community engagement. We recognise and respect diversity, individual needs, experience and strengths. 	
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> We take pride in our work and pursue a standard of service excellence, doing more with less. We consistently strive for transparency and good governance to the benefit of public interest. We are reliable, honest and ethical in all we do. 	
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> We encourage, value and reward creative thinking. We respect and explore different ideas and perspectives. We embrace change and actively promote Council's vision. 	
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> We actively seek opportunities to continuously improve and bring growth to our region. We think globally, act regionally. We empower our people and communities; embracing local opportunity and participation. 	