

POSITION DESCRIPTION

POSITION: Asset Engineer Water & Wastewater	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Planning and Delivery (Water & Wastewater)	REPORTS TO: Section Leader Planning and Delivery – Water and Waste
GRADE: I	EMPLOYMENT TYPE: Permanent Full-time
HOURS/WEEK: 35	POSITION No.: 1235
DATE: September 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



Innovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Water and Waste Services Group is responsible for planning, delivering and maintaining the City's water, wastewater and recycled water networks and waste processing facilities.

POSITION OBJECTIVES

The objective of this position is to support the leadership team of the City of Coffs Harbour in establishing a high-performance organisation through the development of its people and processes. This approach aims to foster a culture of excellence and continuous improvement within the City.

The role involves leading the asset management of water and wastewater assets from a whole-of-life perspective, balancing stakeholder objectives and expectations, minimising environmental harm, complementing other City owned assets, services, and objectives, and maximising safe outcomes throughout the asset lifecycle to inform the City's Delivery Program and Resourcing Strategy.

The role ensures that the City develops long term water and wastewater strategies and capital infrastructure programs, ensuring the continued financial sustainability and efficiency of the service network along with meeting the expectations of the community.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

Support the leadership and management by:

- Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
- Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
- Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
- Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
- Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Develop and implement water and wastewater strategies, asset management plans, long term financial plans, delivery programs and other management plans to satisfy the DCCEEW Regulatory Assurance Framework.
- Investigate and complete the required planning and modelling sufficient to inform the City's future drinking water, wastewater, and recycled water management infrastructure needs and advise suitable asset management strategies to address these needs.
- Develop best practice Water & Wastewater Asset Management Plans, to ensure the City's nominated Level of Service is achieved, the lowest asset lifecycle cost is achieved and the City's risk is minimised.
- Perform network analyses utilising the City's infrastructure models to assist the Water and Waste Group with strategic planning, operations, maintenance and service delivery.
- Provide strategic guidance for the delivery of water and wastewater capital programs.
- Provide support with regards to asset data and the update and maintenance of the City's water and wastewater asset management system, relevant parts of the geographical information system and other corporate applications to ensure data is current and accurate to meet operational, managerial and legislative requirements and is suitable to provide improved inputs for asset management modelling and decision making. The role may also require asset management of waste services infrastructure.
- Assist the project delivery team to ensure outcomes identified in asset management plans and renewal programs are realised within scope, on time and on budget.
- Prepare policies and procedures for the Water and Waste Group to ensure regulatory compliance and inter departmental collaboration.
- Respond to DA referrals, Building in the vicinity of underground assets, and Subdivisions in line with Development Specifications for the City. Ensure the future development of the city aligns with water and wastewater strategies and vice versa.
- Prepare grant applications and other funding submissions which will maximise the City's opportunity to gain outside funding for asset projects and maintenance.
- Develop systems and processes to accurately value, record, retrieve, manage and present water and wastewater asset data to ensure consistency and integrity of all the City's asset inventory, condition and valuation information.
- Provide professional advice and asset information to other Sections within the City.
- Ensure compliance with regulatory standards, health, safety, and environmental requirements.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Section Leader Planning and Delivery
- Asset Services Section
- CoastalWorks
- Other Operational and City Sections.

External

- Australian and NSW Government Agencies.
- External consultants, contractors and professionals.

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, the ordinary hours of work will generally be between 06:00 and 19:00 Monday to Friday. Actual start and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
 - Weekdays outside of 06:00 to 19:00 – 20%
 - Saturdays – 25%
 - Sundays – 50%.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with the People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability Allowance of 3.5%
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position will require the employee to undertake other tasks/duties as directed by the people leader – that are within the skills, capability and training of the incumbent.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualification in engineering, water resources, or equivalent experience in related disciplines
- Experience in water and wastewater asset management or other relevant fields
- Current Class C Drivers Licence.

Desirable

- Experience with the TechOne Enterprise Management Systems
- Eligibility for full membership of Engineers Australia, or equivalent professional body.
- National Construction Industry Induction Certification (Whitecard)

CAPABILITIES

- Knowledge of Water and Wastewater Asset Management and experience in Asset Management.
- Knowledge of corporate management regulatory frameworks, risk management, statutory requirements, and best practice as it relates to asset management.
- Knowledge of capital works planning for high value city infrastructure.
- High level computer literacy including a working knowledge of and experience using computer-based asset management systems (e.g databases & Geographic Information Systems, linking asset management to GIS mapping & finance systems). Experience of Computerised Maintenance Management Systems (CMMS) and/or Strategic Asset Management modelling software packages and project scheduling is desirable.
- Knowledge of financial and economic analysis as it relates to asset management and infrastructure planning.
- Demonstrated experience in managing consultants and internal resources to deliver on desired outcomes.
- Competence in developing and implementing policy, strategies & plans.
- Demonstrated high level of analytical, investigative & problem-solving skills.
- Demonstrated high level interpersonal skills with proven strengths in negotiation, relationship management, conflict resolution and stakeholder management.
- Demonstrated high level communications skills both written and verbal with proven strengths in providing clear instructions, ideas and status updates.
- Ability to work well under pressure i.e., prioritise tasks, manage time effectively and adapt to change maintaining a calm demeanour.

Position Demands Analysis

Asset Engineer Water and Wastewater

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	0	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	0	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	1	Balancing	0
		Walking for extended periods	0	Hearing above background noise	1
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	0	Colour vision	3
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	3
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	1	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	0
Outside work	1	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0	Violence / aggression from animals / wildlife	0