

POSITION DESCRIPTION

Position Title:	Liquid Trade Waste Officer
Position Number:	7007
Group:	Infrastructure and Planning Services
Business Unit:	Water and Sewer Group
Service Package:	Strategy and Compliance Team
Reports To:	Coordinator – Water and Sewer Strategy and Compliance
Grade:	10
Hours Of Work:	35 hours per week
Last Date Of Review:	July 2026
Last Date Of Evaluation:	July 2026

Role Function Summary

The Liquid Trade Waste Officer is an integral part of the Water and Sewer Network Strategy & Compliance Team who together provide strategic planning, asset management, development engineering and compliance services relating to water usage and sewerage discharge, including liquid trade waste.

The primary purpose of this position is to prevent adverse effects of liquid trade waste on Council's sewerage system, protect Council's water supply system, ensure the health and safety of people and protect the environment. The position administers the acceptance of all liquid trade waste from individual dischargers (other than sewage of a domestic nature), balancing regulatory and environmental requirements and customer expectations.

This is accomplished by liaising with NSW Department of Climate Change, Energy, the Environment and Water (DCCEE) assessing applications, issuing conditional approvals, monitoring compliance through site inspections and sampling, providing advice and taking action on issues of non-compliance, in accordance with associated policies and management plans. This position also manages water carter approvals, customer backflow requirements, available pressure statements, network pressure logging and sewerage pit level monitoring.

As the activities of the position could involve exposure to untreated sewage, proof of immunity against these hazards is a requirement of the role.

Key Responsibilities (Major and Essential Job Functions)

- Provide referrals and conditions for development assessments, assess applications to discharge liquid trade waste to Council's sewerage system and issue approvals with relevant conditions in accordance with Council's Discharge of Liquid Trade Waste to Sewerage System Policy, NSW Department of Climate Change, Energy, the Environment and Water (DCCEE)'s Liquid Trade Waste Guidelines, the *Local Government Act, 1993* and *Protection of the Environment Operations Act, 1997*;
- Assess and approve applications for and monitor compliance of water carters accessing Council's bulk water filling stations in accordance with Council's Water Carter Policy, *Local Government Act 1993*, *Food Act 2003* and *Public Health Act 2010*.
- Monitor compliance and investigate any breach of approval, legislation, regulation or Council policy in relation to water and sewerage systems and initiate action as appropriate, including issuing notices, penalty notices and enforcement of legislation;

- Consult, liaise, communicate and negotiate with customers and implement and maintain a register and inspection schedule for relevant approvals including liquid trade waste dischargers, water carters and backflow prevention devices to ensure compliance and facilitate communication, education and advice.
- Implement and continually improve Council's management of liquid trade waste, backflow prevention and water carting, including approvals, inspections, review and update of policy and procedures and discharge factors, within the relevant guidelines and legislation;
- Complete relevant water and sewer network monitoring and customer tasks including testing and issue of Water Network Pressure Availability, installation and analysis of online water pressure loggers and wireless sewer pit level monitoring;
- Assist in data collection and/or preparation of operational and corporate reports, metrics tracking and annual performance reporting and other reports as required including the Liquid Trade Waste Annual Return to NSW DCCEEW;
- Investigate and respond to trends, complex issues operational issues / incidents within the water and sewer networks, including regulatory obligations, customer complaints, reports from field staff and others as directed;
- Undertake work in confined spaces and /or working at heights as well as with asbestos containing materials, sewerage and chemicals as required; and
- Ensure Council's work health & safety (WHS) and environmental policies, procedures and systems are implemented, monitored and supported.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable • We know what we do, and do what we say Connected • We work together to create community Integrity • We do the right thing Care • We are people who care Adaptable • We are ready to respond
Safe Workplace	It is a requirement of employment with Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships: Manager Water and Sewer; Utilities Engineering Team; Water & Sewer Delivery Team; Water and Sewer Strategy & Compliance Team; Development and Regulatory Team; Integrated Risk Management Team; Infrastructure Delivery Group; Leadership Group;

Executive Leadership Team; Environmental Health Officer and ancillary Water and Sewer Team.

External Relationships: Customers and members of the public; Government Agencies; NSW DCCEEW; EPA; NSW Health; Other Council's and Local Utility Authorities; Community Organisations; Contractors and Consultants; and Industry Bodies.

Direct Reports: Nil

Indirect Reports: Nil

Specifications and Technical Skills:

Essential Criteria:

- Certificate IV in Water Operations (Trade Waste) qualification or willingness to obtain;
- Demonstrated knowledge and administration of relevant legislation including *Water Management Act, 2000*, *Local Government Act, 1993* and *Protection of the Environment Operations Act, 1997* and associated regulations and guidelines (particularly Liquid Trade Waste Management Guidelines 2021);
- Demonstrated experience and understanding of trade waste and sewerage systems as it relates to water utility operations;
- Demonstrated ability to effectively manage challenges and changing priorities while delivering to team and corporate deadlines;
- Robust computer skills, including PC based spreadsheets, word processing and email applications and corporate database packages (such as Authority and CM9);
- Demonstrated ability to work independently at external locations with minimal supervision;
- Demonstrated high-level communication skills, both oral and written, including the ability to negotiate and consult on complex matters and provide technical leadership, advice and services;
- Proven ability to communicate, consult and negotiate with customers, government, industry bodies and associations effectively and independently;
- Proof of immunity against Hepatitis A and B and tetanus.

Desirable Criteria:

- Plumbing trade qualifications and experience (including in backflow prevention);
- Ability to identify and contribute to continuous improvement of systems and processes;
- Proven ability to identify, collect and analyse information and produce meaningful, business-focused reports for sound decision making;
- Certificate in Laboratory Techniques or previous experience; and
- Demonstrated knowledge of backflow prevention requirements.

Licences and Tickets:

- Class C Drivers Licence;
- Confined Space Entry certification;
- Safe Working at Heights certification; and
- WHS Construction Induction Card (White card).

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓					✓					
Walking		✓					✓					
Standing		✓					✓					
Bending			✓		✓							
Squatting			✓		✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving	✓							✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Liquid Trade Waste Officer**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Certificate IV in Water Operations (Liquid Trade Waste) qualification or working towards	1					
Demonstrated experience and understanding of trade waste and sewerage systems as it relates to water utility operations	1					
Demonstrated ability to work independently at external locations with minimal supervision;	1					
Demonstrated ability to effectively manage challenges and changing priorities while delivering to team and corporate deadlines	1					
Demonstrated high-level communication skills, both oral and written, including the ability to negotiate and consult on complex matters and provide technical leadership, advice and services	1					
Assess Category A & B Liquid Trade Waste Applications with concurrence (when required) from NSW DCCEEW	2					
Proven ability to communicate, consult and negotiate with customers, government, industry bodies and associations effectively and independently	2					
Proven ability to identify, collect and analyse information and produce meaningful, business-focused reports for sound decision making	2					
Ability to identify and contribute to continuous improvement of systems and processes	2					
Ensures customer enquiries, requests and applications investigated are investigated and responded to within agreed Levels of Service.	2					
Implements and maintains Council's relevant registers and able to provide accurate and relevant data as required.	3					
Implements and monitors a regular inspection and monitoring program, ensuing trade waste standards and individual approval conditions are adhered to.	3					
Develops and reviews customer information relating to relevant matters including trade waste, backflow and water carters, including policies, guidelines, fact sheets and other resources.	3					
Demonstrated ability to research and prepare detailed reports, policies, plans, strategies and other complex documents.	3					
Displays high level independence and initiative in the auditing, approval, administration of and price setting for liquid trade waste dischargers	3					
Assess Category B Liquid Trade Waste Applications without concurrence from NSW DCCEEW	4					
Identifies and facilitates resolutions to non-compliance issues, engages with customers to improve site performance and enforces when and where necessary.	4					
Displays high-level conflict resolution skills and abilities when dealing with poor performing or problematic dischargers.	4					
Demonstrated ability to relieve for the Coordinator – Water and Sewer Strategy and Compliance						
Completion of further studies in a related discipline	4					

Skills Review Year (eg 2026): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				