

## Position description

<b>Position title</b>	<i>Recycled Water Officer</i>
<b>Group / Branch</b>	<i>Compliance and Inspections - Network Operations</i>
<b>Reports to (Title)</b>	<i>Recycled Water Coordinator</i>
<b>Competency level</b>	<i>Individual Contributor</i>

### Job Purpose

The Recycled Water Officer will support the management of existing and onboarding of new recycled water customers in projects such as the upcoming Dingley, Monterey and Western Port Recycled Water Schemes. They will provide guidance and education to customers developing location specific Site Management Plans (SMPs) and provide technical expertise and support to customers, stakeholders, internally within South East Water (SEW) as well as industry regulators.

### Key Accountabilities

- Assist the Recycled Water Coordinator with the onboarding of new non-residential recycled water customers
- Undertake site investigations and assess new customer sites against preferred usage, treatment water quality and EPA guidelines and develop customer site management plans (SMP's)
- Maintain and update customer SMP's and Recycled Water Supply Agreements (contracts)
- Monitor and audit customer usage for ongoing compliance with EPA guidelines
- Lead recycled water investigations, site audits, and customer training
- Learn and understand the operating & management systems for delivery of Recycled Water
- Support future recycled water supply planning
- Be available for out of normal hours work and incident support relating to recycled water
- Assist in monitoring the recycled water quality within the network to ensure the recycled water supplied meets customer and stakeholder requirements
- From time to time, work as part of a broader team to assist meeting compliance requirements.

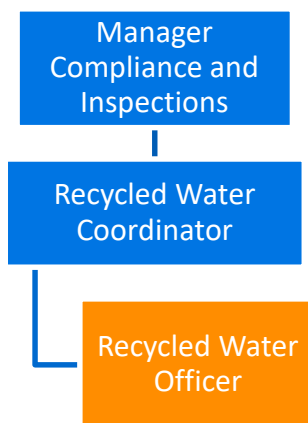
### Knowledge, Skills & Experience

- Technical/Tertiary experience in a science, agricultural, irrigation management, water operations or similar regulated environment (e.g. Trade Waste Officers, Environmental Health Officers).
- Excellent written and verbal communication skills.
- Ability to write in a constructive and professional manner – emails / letters, contracts, site inspection observations / outcomes and reports for internal and /or external use and distribution
- Ability to handle multiple tasks with competing priorities.
- Ability to relay technical information to a wide audience and influence the outcomes of discussions and meetings.
- Ability to develop strong relationships with a range of people including customers, operators, consultants, contractors and regulators.
- Ability to interpret technical drawings, schematics, specifications and scientific data.

- Understand relevant legislation, policies, EPA Guidelines and standards.
- Be able to enforce regulations and act upon non-compliance.
- Ability to work and collaborate successfully as part of a team to achieve the best customer outcomes for South East Water.
- A proven ability to work independently in both an office and outdoors environment

## Dimensions

### Organisational Chart



### Number of people managed:

Nil

### Size of budget managed:

Nil

### Value of Assets managed:

Nil

### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

Security for Critical Infrastructure identified role: Choose an item.No

As part of a team of technicians. central to this role are responsibilities for 24/7 safe operation of the recycled water network to provide support and minimise disruption of services to customers and as well as ensuring that public health and the environment are not put at risk. This may include participation in emergency response, and incident support as required, both during and outside of business hours.