



Position Description

Position No:	R2250
Position Title:	Environmental Health Technical Officer
Incumbent:	Vacant
Branch:	Development Services
Department:	Development

Employment Conditions

Salary and Entitlements

The salary is based on Band 5 in accordance with Mildura Rural City Councils Enterprise Agreement and Local Government (Long Service Leave) Regulations 2012.

Payment of Wages

Payment will be made fortnightly directly to a banking institute of your choice.

HOURS OF WORK:

152 hours within a four (4) week work cycle with one rostered day off per twenty days
Weekend work and work outside the normal office hours may be required

Superannuation

In accordance with Superannuation Industries Supervision Act.

Child Safe Organisation

Council is a child safe organisation and as such, applicants may be required to hold a Working with Children Check. Applicants may also be required to undergo a National Criminal History check.

Equal Employment Opportunities (EEO)

Council's policy is to ensure the absence of discrimination in employment.

WorkCover Arrangements

As a condition of appointment to this position, the appointee must disclose any pre-existing illnesses or injuries which may prevent them from carrying out the duties of their position. This disclosure must be made prior to employment and the employee must then undertake a medical examination with a Registered Medical Doctor, failure to do this may remove the appointee's entitlement to any future WorkCover compensation.

Organisation Structure and Principles:

Mildura Rural City Council's organisational structure has four functional departments: Executive led by the CEO, and Corporate, Community and Development led by General Managers.

All employees have a responsibility to act in accordance with the Code of Conduct and are expected to follow Council Values and Principles of Business Excellence (Appendix 1) in how they go about their duties at Mildura Rural City Council.

1. Organisational Relationships

- 1.1 Supervisor
 - Environmental Health Coordinator
- 1.2 Direct Reports
 - Nil
- 1.3 Indirect Reports
 - Parks & Gardens Staff
 - Environmental Health Officers, cadets, technical officers
 - Contractors
- 1.4 Internal
 - All Mildura Rural City Council Branches and Departments
- 1.5 External
 - Community
 - Government Departments and Authorities
 - Environmental Health Professionals Australia
 - Council's Service Contractors
 - Sunraysia Community Health Centre
 - Council's Service Contractors
 - Medical Officer of Health
 - Other Health Service providers.
 - Other Municipalities

2. Position Objectives:

The officer will be responsible for:

- 2.1 Assisting in the provision of an effective Environmental Health Service for the residents of Mildura Rural City Council in an efficient and professional manner.
- 2.2 This is a statutory position and is subject to attainment of relevant qualifications and experience, under the provisions of the Public Health and Wellbeing Act 2008, Environment Protection Act 2017, Tobacco Act 1987, Local Government

Act 2020, Council Local Laws, and all subordinate regulations amended from time to time.

3. Key Responsibilities and Duties:

3.1 Mosquito Management for Arboviruses

- Coordinate and Implement Councils Mosquito Monitoring and Control Program in consultation with the Environmental Health Coordinator
- Plan and undertake surveillance activities including assessments of potential and actual mosquito problems within the municipality and as directed by the Department of Health and Human Services.
- Maintain relevant records necessary to meet the Department of Health and Human Services/ Victorian Arbovirus Disease Control Program's Annual Report and Service Agreements as required.
- Maintain relevant records for chemical applications as per state legislation.
- Monitor and review inspection and application records for accuracy, completeness and efficacy of treatment.
- Maintains and updates maps and breeding site information used in the daily operations of the municipality.
- Monitor treatment activities for effectiveness and report any issues to the Environmental Health Coordinator
- Ensure timely input of information into the electronic recording systems for the Department of Health and Council.
- Undertake stock take of chemicals and equipment
- Ensure all equipment is maintained in good working order
- Provide feedback and suggestions to the Environmental Health Coordinator regarding the program for improvement.
- Provide mentoring to other Council staff and contractors in the mosquito program, in the use the mosquito equipment.
- Ensure equipment is kept in good working order and report on issues to the Environmental Health Coordinator.
- Ensure chemicals and equipment are adequately stored and report any issues to the Environmental Health Coordinator
- Investigate mosquito and arbovirus complaints and resolve where possible.
- Undertake mosquito treatments in accordance with the Municipals Mosquito Management Program and risk assessments.
- Assist with the review of the municipal mosquito management plan and risk assessments.
- Assist other municipalities with mosquito surveillance and control in response to emergencies when requested by the Environmental Health Coordinator.

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- Undertake educational programs as required in the Arbovirus Disease Control Program in conjunction with the Environmental Health Coordinator.
 - Prepare and deliver education programs for schools and community groups with assistance from the Environmental Health Coordinator.
 - Assist the Environmental Health Coordinator with all reporting requirements for the Mosquito Management Program.
 - Capturing processes and procedures using Promapp

3.2 Domestic Wastewater Control

- Exercise the delegated powers of Council under the provisions of the Environment Protection Act 2017 in respect of domestic wastewater control.
- Assist in providing an inspection service of Septic Tank systems and other domestic wastewater treatment systems, ensuring that all inspections are recorded and permits issued as appropriate.
- Investigate and respond to complaints regarding domestic wastewater and resolve where possible with the assistance of the Environmental Health Officers.
- Assist with activities relevant to implementing the Domestic Wastewater Management Plan as directed.

3.3 Noise

- Exercise the delegated powers of council under the Environment Protection Act 2017 as a Residential Noise Enforcement Officer.
- Investigate complaints regarding residential noise and resolve where possible

3.4 Nuisances

- Exercise the Delegated Powers of Council under the provisions of the Public Health Wellbeing Act 2008 in respect of Nuisances.
- Assist Environmental Health Officers with the investigations and respond to all complaints of nuisance and pest infestations, resolving where possible. Ensure all nuisance complaints are documented and responded to as per Councils Policies and Procedures.

3.5 Legal Duties

- Prepare reports on breaches of legislation with recommendations for actions considered necessary or desirable for consideration by the Environmental Health Coordinator.
- Assist in the preparation of warning letters, or litigation proceedings as directed.
- Attend Court Hearings, Administrative Appeals Tribunal Hearings or other proceedings to give evidence as required.

3.6 Tobacco Enforcement & Education

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- Exercise the delegated powers of Council under the provisions of the Tobacco Act.
 - Undertake compliance and educational activities as per the Municipal Association of Victoria Tobacco Activity Service Agreement.

3.7 Aquatic Facilities

- Exercise the delegated powers of Council under the provisions of the Public Health and Wellbeing Act 2008 and regulations in respect to aquatic facilities.
- Assist with Environmental Health's aquatic facility water sampling program.

3.8 Emergency Management

- Assist Environmental Health Coordinator to review and update the Environmental Health sub plan of Council's Emergency Management Plan as required.
- Assist in the Environmental Health response to emergency events.

4. Accountability and Extent Of Authority:

- 4.1 The position is required to adhere to legislative requirements and Council and Section Policies and Procedures. Where interpretation of such legislation or policy is required, freedom to act is generally governed by precedent. Where the action required is unprecedented, it is subject to reference to the Environmental Health Coordinator.
- 4.2 The position is delegated by Council to issue notices, orders, permits and certificates in relation to the position's individual activities.
- 4.3 Maintain the relevant statistical records necessary to meet the Department of Human Services requirements and reporting requirements of Council.

5. Judgement and Decision Making:

- 5.1 The position usually has access to guidance and advice. Each new situation would require a range of options to be evaluated before making a recommendation to the Environmental Health Coordinator as to the appropriate response. In the majority of cases decisions are made 'in the field' on behalf of Council without reference to the Environmental Health Coordinator.
- 5.2 The position will occasionally be challenged by new situations, which require the discretionary application of creative methods and techniques to achieve the best solution.

6. Specialist Skills and Knowledge:

- 6.1 Understanding of the relevant policies and long term goals and objectives of the section and Council.
- 6.2 Knowledge of current developments in the professional field, particularly with reference to arbovirus management, onsite wastewater and residential noise management.

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- 6.3 Ability to be flexible and resourceful in the delivery of the environmental health service
 - 6.4 Ability to utilise computer applications software as appropriate to the duties.

7. Management Skills:

- 7.1 The position requires skills in managing time, setting priorities and planning and organising both the activities of this position and those of other staff so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set time period.

8. Interpersonal Skills:

- 8.1 A sound level of inter-personal skills relating to decision making and problem solving.
- 8.2 Sound written and verbal communication.
- 8.3 Deliver public presentations (of education/promotional programs).
- 8.4 Ability to provide input towards issues affecting the successful operation of the Environmental Health Department and where required the Development Services Branch.
- 8.5 Ability to work effectively and efficiently in a high-pressure environment.
- 8.6 Ability to work as part of a team or autonomously.
- 8.7 Ability to maintain confidentiality in all matters relating to the Environmental Health Services.

9. Qualifications And Experience:

- 9.1 Understanding of Environmental Health and Public Health and the role Environmental Health has in Local Government or relevant experience in a similar field.
- 9.2 Pest control license (desirable)
- 9.3 Experience in mosquito management, onsite wastewater management and noise is desirable.
- 9.4 Chemical handling certificate or ability to obtain
- 9.5 Current police check or willing to obtain.
- 9.6 current working with childrens check or willing to obtain.
- 9.7 Current Drivers Licence.

10. Physical Requirements:

- 10.1 This position requires the incumbent to be able to undertake tasks that may involve heavy and light lifting, bending, kneeling, squatting, prolonged standing handling a variety of equipment and driving a vehicle.

11. Occupational Health & Safety Responsibilities:

Employees will:

- 11.1 Take reasonable care of his or her health and safety
- 11.2 Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- 11.3 Cooperate with his or her employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations
- 11.4 Work in a safe manner and adhere to all safe working procedures and practices
- 11.5 Encouraging others to work in a safe manner
- 11.6 Participate in a consultation process ensuring discussion, sharing and recording of relevant OH&S information
- 11.7 Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- 11.8 Report or rectify any unsafe acts or conditions that come to their attention
- 11.9 Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- 11.10 Maintain security of site, plant and equipment
- 11.11 Participate in OH&S training and activities in a positive manner

12. Selection Criteria:

12.1 Essential core competencies required:

- Understanding of Environmental Health, Public Health and the role Environmental Health has in Local Government or relevant experience in a similar field.
- Experience in mosquito management, wastewater management, noise management or a similar field.
- Ability to be an effective team member with a strong customer service focus.
- Sound written and oral communication skills and demonstrated computer skills.
- A sound level of inter-personal skills relating to conflict resolution and decision making.
- Chemical handling certificate or ability to obtain
- Current Drivers Licence.
- Hold a current police check or willing to obtain
- Hold a current working with childrens check or willing to obtain

Appendix 1:

Employees of Mildura Rural City Council were involved in the development of a core set of five values to support the Principles of Business Excellence. This position will be following the values and principles in the operation of the Development Department.

Mildura Rural City Council's Values

RESPECT

We will be respectful towards others and value differences.

HONESTY

We will be ethical and open.

INTEGRITY

We will be reliable and trustworthy in all that we do.

TRANSPARENCY

We will be objective and fair in our communications and decisions.

ACCOUNTABILITY

We will be consistent and responsible for our actions.

Mildura Rural City Council's "Principles of Excellence"

PRINCIPLE 1: LEADERSHIP

Clear direction and mutually agreed plans enable organisational alignment and a focus on the achievement of goals.

PRINCIPLE 2: CUSTOMERS

Understanding what customers and other stakeholders value, now and in the future, enables organisational direction, strategy and action.

PRINCIPLE 3: SYSTEMS THINKING

All people work in a system. Outcomes are improved when people work on the system and its associated processes.

PRINCIPLE 4: PEOPLE

Engaging people's enthusiasm, resourcefulness and participation improves organisational performance.

PRINCIPLE 5: CONTINUOUS IMPROVEMENT

Innovation and learning influence the agility and responsiveness of the organisation.

PRINCIPLE 6: INFORMATION AND KNOWLEDGE

Effective use of the facts, data and knowledge leads to improved decisions.

PRINCIPLE 7: VARIATION

Variation impacts predictability, profitability and performance.

PRINCIPLE 8: CORPORATE AND SOCIAL RESPONSIBILITY

Sustainable performance is determined by an organisation's ability to deliver value for all stakeholders in an ethically, socially and environmentally responsible manner.

PRINCIPLE 9: SUSTAINABLE RESULTS

Leaders determine the culture and value system of the organisation through their decisions and behaviour.