

Position description

Electrical Mechanical Coordinator (Water and Sewerage)

Position code:	91
Division:	Water and Sewerage
Location:	Moruya Depot
Band/Grade:	Professional/Specialist Band 3 Level 2 - 3 (Grade 16 - 18)

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Coordinate the electrical and mechanical fitter team to maintain the water and sewerage system to ensure the provision of safe drinking water to the community and the effective treatment and disposal of wastewater to the environment, compliant with regulatory standards.

Ensure the activities associated with delivering the above services are undertaken in a safe, efficient and sustainable manner, with the customer front of mind.

Manage and supervise staff to achieve the above, following council's values and code of conduct, and in compliance with workplace health and safety legislation.

Respond to out-of-hours issues and support out-of-hours activities if required.

Main duties and key result areas (KRA):

- 1. Ensure the health and safety of all workers, contractors and the public by fulfilling the requirements of the Work Health and Safety Act, including supervising works, and supporting a safety-first culture.**

KRA: Ensure Council's WHS Policy and System is implemented and followed by staff.

KRA: Staff are trained including in the relevant Safe Work Method Statement (SWMS) and Procedures for the activities they undertake.

- 2. Ensure that staff undertake obligatory training for the activities they undertake, have development opportunities as agreed and learn on the job.**

KRA: All Staff have an annual performance and development plan in place.

- 3. Demonstrate leadership with respect to Council's Values and the Code of Conduct to your team and peers across Council.**

KRA: Demonstrate Council's Values and work in compliance with the Code of Conduct.

KRA: Personally work following Equal Employment Opportunity and Diversity Principles.

KRA: You will manage staff non-compliance with Council's Values or Code of Conduct.

- 4. Ensure activities are delivered with the Customer front of mind, by developing and implementing scheduled maintenance and renewals for electrical, communications, SCADA, telemetry and mechanical assets as required and prioritising customer requests.**

KRA: Maintain electrical, communications and mechanical assets in a risk-based way to meet service standards.

KRA: Respond to customer requests within ten (10) days.

- 5. Provide technical expertise in the development, review and implementation of procedures, specifications and detailed designs for electrical, mechanical, communications, SCADA and telemetry systems and assets.**

Position Description:

Electrical Mechanical Coordinator (Water and Sewerage)

KRA: procedures, specifications and documentation/drawings are kept current and relevant.

- 6. Manage and coordinate staff and workloads to ensure the provision of services meet expectations and are undertaken in an effective and efficient way with continuous improvement principles implemented and followed.**

KRA: Activities and resources are planned, performance is monitored and reported.

KRA: Staff and activities (quality of work) are adequately supervised.

- 7. Ensure activities are delivered in compliance with all relevant regulations.**

KRA: Compliance requirements (such as Australian Standards, Codes of Practice and high-risk work) are known and followed by staff.

- 8. Ensure your team's activities and programs are delivered within budget.**

KRA: Ensure activities are delivered within budget, with early escalation of issues so that options for avoiding risks can be considered.

- 9. Within area of responsibility, ensure**

- the application of EEO and Diversity principles
- the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/experience (selection criteria)

Essential

1. Demonstrated experience implementing Workplace Health and Safety requirements.
2. Demonstrated experience leading and managing people and teams.
3. Extensive experience in the installation, maintenance and repair of electrical and communications, SCADA and telemetry systems in a water and sewer utility or similar service/industry.
4. Demonstrated experience in asset management principles and development and implementation of asset maintenance tactical plans and renewals planning.
5. Demonstrated experience in planning and monitoring resources and activities.
6. Excellent communications and collaboration skills.

Desirable

1. Sound knowledge of water and sewer operations and processes.
2. Diploma in Electrical Engineering or equivalent qualification.
3. Certificate IV in Leadership and Management or equivalent qualification.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Electrical Trade Certificate and Certificate IV in Electrotechnology Systems or Electrical Instrumentation or equivalent qualification.
2. Current Class C Driver Licence.
3. Qualified Supervisor Certificate for Electrical Work (Electrical Licence).
4. General Construction Induction Card (White Card)

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. Enter and Work in Confined Spaces
2. First Aid Certificate
3. Low Voltage Live Rescue

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Division Manager, Water and Sewerage
Date:	October 2026

Conditions of employment

Position title:	Electrical Mechanical Coordinator (Water and Sewerage)
Grading:	Grade 16 to 18 of Council's salary system
Salary range:	In the range of \$109,008.62 to \$135,423.10 gross per annum comprising: • \$97,329.12 to \$120,913.49 base salary • \$11,679.49 to \$14,509.62 superannuation (calculated at 12% of the base salary)
On Call	When required by Council, participation in an on call roster is part of this position. An allowance is paid when on call.
Vehicle:	A fully maintained Council vehicle for to/from home use is available with this position.
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.

Hours of work: Full time, 70 hours per fortnight. Office hours are:

Monday to Friday 8:30am to 4:30pm

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

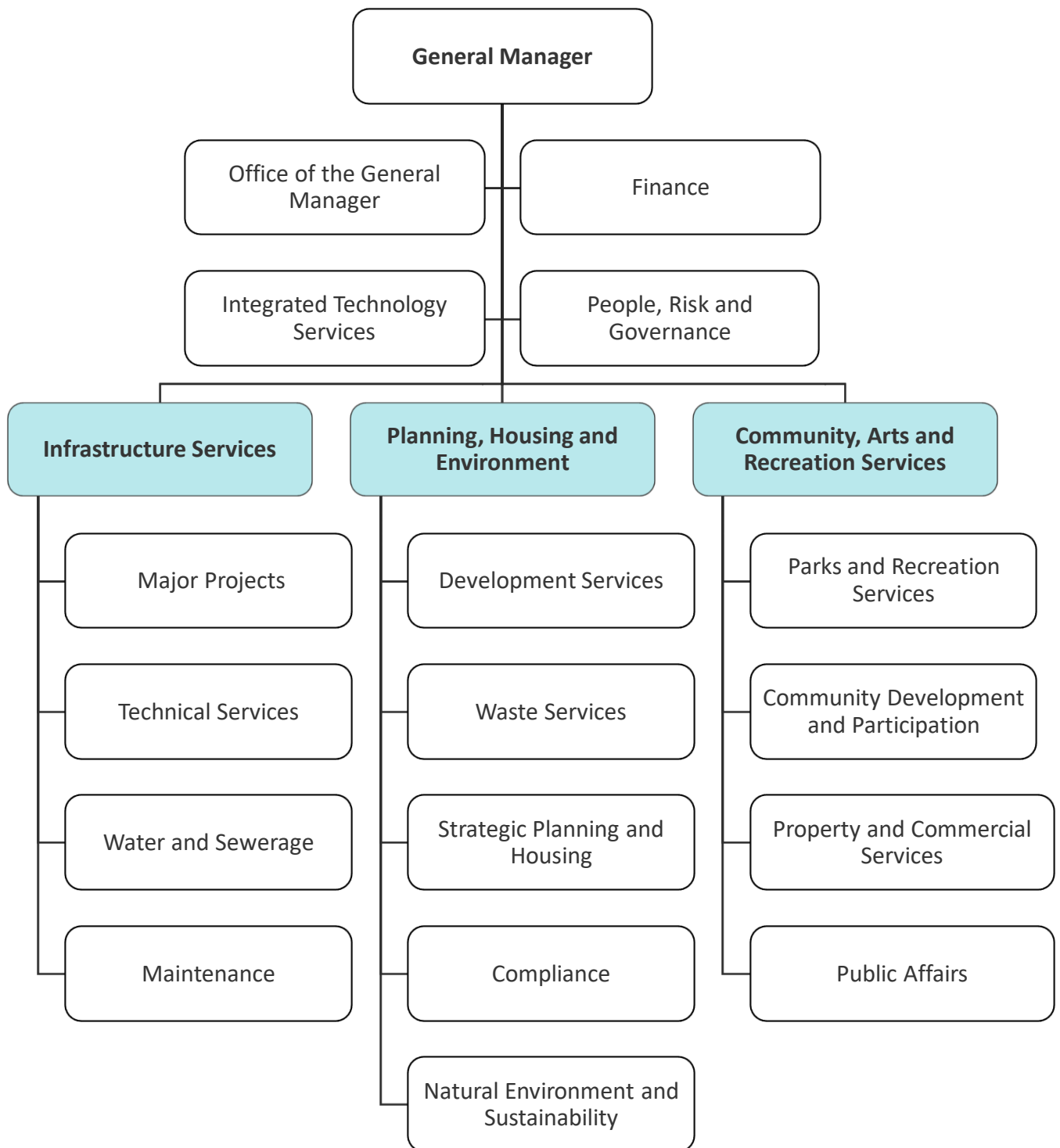
Location: Based from the Moruya Depot and required to work at various locations across the Shire.

Leave entitlements: 4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave.

On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart



Position Description:
Electrical Mechanical Coordinator (Water and Sewerage)