

POSITION DESCRIPTION

DAM OPERATIONS & TELEMETRY OFFICER

POSITION DETAILS

Date of Position Description	April 2026
Position Title	Dam Operations & Telemetry Officer
Position Grade	13
Directorate Business Unit	City Services & Projects Environment & Sustainability
Reports to	Coordinator Catchment Management
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	316 Victoria Road, Rydalmere (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The position is responsible for the safe and compliant management of Council's dam and catchment monitoring assets by coordinating day-to-day dam operations and supporting the reliability and availability of associated telemetry and monitoring systems. The role contributes to flood readiness through effective data oversight, reporting and stakeholder liaison, and works closely with internal teams and specialist consultants to meet regulatory obligations and support informed operational decision-making.

KEY RESPONSIBILITIES

Role Specific

- Operate, maintain and manage Council's FloodSmart flood early warning system and associated remote telemetry assets supporting Council's declared (prescribed) dams and relevant catchment monitoring assets.
- Maintain, operate and support the ongoing improvement and expansion of Council's monitoring network, including gauges (rain, water level, flow), CCTV and related telemetry equipment for FloodSmart and Council's declared (prescribed) dams.
- Undertake day-to-day dam operations and coordinate site-based inspections and maintenance activities for Council's declared and non-declared dams, including contractor oversight, on-site WHS checks, and support during major rain events and emergencies in liaison with Council's Dams Engineer.
- Manage Council's Prescribed Dam Structures in accordance with Dam Safety Committee Requirements, including surveillance and monitoring, operation & maintenance, dam safety management system, emergency planning and exercises, incident reporting and annual reviews.
- Seek professional advice from Council's Dams Engineer when required.
- Provide specialist technical advice and guidance on data application, gauges and telemetry configuration, troubleshooting and best-practice operation.
- Ensure the accuracy and integrity of the data systems including post event reviews and analysis.
- Organise reviews and updates to flood warning messaging to partners, stakeholders and public subscribers to the FloodSmart system as and when required and arrange external partner and stakeholder steering group meetings as required.

- Maintain and administer the FloodSmart dashboard interface and all data information transfers and storage. Manage user access and administration.
- Project manage future expansions to the FloodSmart telemetry system as and when required.
- Organise community engagement and publicity material and attend community events to communicate the importance of FloodSmart and provide ongoing support to assist community flood awareness and activities delivered by SES in the management of flood risk, including the update of Council's FloodSmart webpage.
- Assist with the management of Council's capital and operational FloodSmart budget and seek and apply for relevant State Government Grants.
- Supply current and historical rain and flood level information captured in FloodSmart system to assist with improvements and updates to Council's flood models.
- Assist Council's Local Emergency Management Officer (LEMO) and other emergency management authorities with emergency management flood information and planning as and when required.
- Assist with the planning and coordination of Council's Floodplain Risk Management Committee.
- Assist and contribute on floodplain risk management planning and development matters.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Recognised Degree in Civil Engineering, Environmental Engineering, Environmental Science, Systems Engineering or other relevant technical qualification in electronic systems.
- Class "C" Driver's Licence.

Experience

- Telemetry and flood warning systems experience.
- Extensive experience in telemetry systems and in their operation and maintenance.
- Sound knowledge of Emergency Response procedures and Flood Emergency Management.
- Approximately 5 – 10 years civil and water engineering experience.
- Understanding and practical application of Floodplain risk Management requirements.
- Dams Management experience (desirable) and willingness to expand knowledge.

Skills

- Telemetry equipment
- Software systems such as SCADA, LIZARD and Enviromon
- Self-management in the workplace
- Investigation and reporting
- Write complex documents
- Source and estimate materials
- Operating database software at a basic level
- Operating spreadsheet software at an intermediate level
- Operating word processing software at a basic level
- Excellent customer and stakeholder management skills.
- Operate GIS software at an intermediate level (ArcMap, QGIS)
- Operate ParraMapper GIS Web at a basic level
- Previous Local Government Experience (desirable)
- Previous experience using Council online systems such as ECM, One Council, Pathway (desirable)
- Previous team management experience (desirable)