

Position Description

Position Title	Manager - Water & Sewer		
Department	Infrastructure	Position Number	WS01
Grade	Grade 11	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35hrs week / 70hrs per fortnight
Reports To	Executive Leader Infrastructure	Industrial Instrument	Local Government (State) Award 2020
Date Revised	19/02/2021	Version Number	1
Direct Responsibilities	Water & Sewer including Water Treatment Plant		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position manages a team who provides technical and operational support and oversight of Council's water and sewerage operations, through sound planning, project management, financial process and direct supervision and coordination.

The role provides a critical level of support to the Shire Council's Infrastructure operations, designed to manage Council's water and sewer operations to ensure service availability, internal and external customer service, technical productivity and infrastructure management.

Position Benefits

- Limited leaseback vehicle with private use, subject to Council's Motor Vehicle Policy and Limited Leaseback Agreement.
- Time in Lieu / Overtime Allowance.
- Housing / Rental Assistance.
- Relocation Assistance.
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.
- One fully paid membership of relevant professional industry association per year.

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Key Responsibilities

Management and Staff Supervision

- Manage the Water & Sewer department, on a day to day basis, including staff supervision, to ensure Council's compliance with all relevant legislation, codes of practice, guidelines, policies and procedures.
- Support and assist reporting staff to ensure all areas are managed effectively and efficiently.
- Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.
- Remaining aware of the major issues and challenges confronting the Council, the community and industry and to ensure consideration of these factors in actions planned or undertaken.

Water and Sewer Operations

- Manage water, sewer and storm water services to ensure infrastructure is fit for purpose.
- Development of planned maintenance schedules, servicing plans and capital improvement works. Repairs and maintenance are carried out as planned. Input and consultation with Engineers, Executive Leader and others is undertaken on capital implementation works.
- Development, implementation and maintenance of Quality Assurance Systems and Health regulations.
- Oversight of regular inspections of sites to ensure compliance with QA documentation.
- Interpretation and understanding of designs, plans and specifications for construction works and projects.
- Oversight of water treatment plant and sewerage plants to ensure consistent operation.
- Development and implementation of Emergency and Disaster Recovery plans for Water and Sewer treatment plants.
- Oversight of compliance with all regulatory and legislative requirements and provision of relevant advice and guidance to ensure compliance in the Water and Sewerage section.

IP&R and Strategic Planning

- Manage and be responsible for the long-term planning for water and sewer assets through the development of asset management plans.
- Identification, development and implementation of actions to implement the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.
- Annual review of Operational and Delivery plans to assure achievement of outcomes set as part and revises achievement deadlines if necessary.
- Report preparation and writing, including Council reports and correspondence.

Records and Finance

- Developing annual budget estimates and costs and ensure department is operated within budget constraints.
- Assist in preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.

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- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

General

- Development and implementation of Council's policies and procedures in conjunction with other departments.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Water and Sewer Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Council Departments Collaborate with all Council Departments to ensure service continuity and a high level of customer service.

Key External Relationships

External Stakeholders and Committees Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government policy frameworks.

Delegations

- Financial delegation as contained in Council's Procurement Policy.
- Signatory delegation for official correspondence using Council's letterhead.
- All other delegations as outlined in the separate document - Delegations of Authority.

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Essential Requirements

Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding Water & Sewer Operations preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Tertiary or Trade Qualifications in Water & Sewer or equivalent (Diploma Level or higher).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Experience in water treatment plant operations and waste water.
- Sound knowledge of Department of Health regulations, safety guidelines, and water quality monitoring requirements.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding Sound knowledge of Water & Sewer Operations preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Tertiary or Trade Qualifications in Water & Sewer or equivalent (Diploma Level or higher).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Proven ability to research, think analytically and plan work with proven problem-solving skills and to develop potential strategies and recommendations.
- Advanced proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the efficient completion of activities / projects, by communicating organisational goals, priorities and vision.
- Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Advanced ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Advanced ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	

