



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Manager Urban Services & Projects
<b>Position No:</b>	20210020
<b>Main purpose of the role:</b>	Leadership and management of; the Sewerage and Recycled Water Treatment Plants, Sporting and Recreational Facilities and Council Buildings and Community Infrastructure assets.
<b>Reports to:</b>	Director Infrastructure Services
<b>Subordinate Staff:</b>	<p>Directly</p> <ul style="list-style-type: none"> <li>- Supervisor Sewerage and Recycled Water Treatment Plant</li> <li>- Supervisor Parks and Recreation</li> <li>- Cleaners</li> </ul> <p>Indirectly</p> <ul style="list-style-type: none"> <li>- Sewerage and Recycled Water Treatment Plant Works Operators</li> <li>- Parks and Recreation Ganger and Operators</li> </ul>
<b>Hours of work:</b>	8.30am to 5.00pm based on a 9 day working fortnight
<b>Salary Grade:</b>	Grade 28
<b>Disclosure of Interest:</b> Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i> )	Yes
<b>Last reviewed:</b>	July 2021

### **PRIMARY RESPONSIBILITIES AND DUTIES**

- To manage the efficient and effective planning and execution of sewerage and recycled water treatment, parks and recreation, built assets, environmental and renewable energy projects.
- To monitor and manage the efficient and effective provision of electricity and water to council facilities and assets.
- Ensure the operation and maintenance of the Sewerage Treatment Plant and associated infrastructure continue to comply with EPA Licensing conditions.
- Ensure that routine maintenance and capital works programs (of Council assets) are delivered in accordance with Council's Operational Plan
- Manage and implement relevant strategic policies including; Liquid Trade Waste Policy, Integrated Water Cycle Management, Renewable Energy Action Plan, Sport and Recreation Masterplan.

- Provide sound and innovative leadership to staff and develop a culture of innovation within the section, to improve it's (and Council's) operations.
- Prepare the section's budgets, undertake budgetary reviews and reporting, attend Council workshops and meetings as required.
- Undertake the development and implementation of annual and long term capital works programs for Council's infrastructure, to ensure assets are able to provide Council's "Level of Service" objectives.
- Assist with the development and maintenance of long term financial models and associated Strategic Business Plans, and Development Servicing Plans to support future capital works decisions and strategic direction of the department and sections.
- Supervise electrical, mechanical, telemetry and other capital works for water, sewer, effluent reuse and sport and recreation projects as part of the approved works program, including design development, procurement and contract administration.
- Ensure that adequate and appropriate community consultation occurs in relation to the section's activities.
- Liaise with public utilities and other government authorities.
- Provide advice and support to relevant committees/stakeholders or user groups for consideration as required
- Deliver major capital projects for the section, managing Council contracts and resources as allocated.
- Prepare NSW Best Practice and other performance reports in relation to water, sewer, and effluent reuse.
- Ensure annual EPA reporting is completed.
- Assist with the development and implementation of asset management plans for water, sewer, effluent reuse, renewable energy infrastructure, sporting facilities, parks and recreation assets and council buildings.
- Ensure human resources policies and practices are implemented and supported within the section, including performance appraisals, dispute prevention and resolution, and industrial relations matters.
- Ensure adequate training of staff to perform their duties is managed.
- Create and foster open communication, encouraging team development, and attendance at meetings to promote improvement in Council procedures and help Council achieve its objectives.
- Ensure that action requests from Council and the community are followed up in a timely manner through routine monitoring of systems and processes, and through personal attention, as required.
- Ensure that environmental protection issues and considerations are addressed in the planning and implementation of works undertaken by the section.
- Responsible for the effective recruitment and selection of staff.
- Assist in the development and maintenance of workplace documentation relating to Work Health and Safety and Risk Management.
- Follow defined Work Health and Safety (WHS) procedures), and actively participate in WHS consultation and training.
- Act as Director Infrastructure Services as required.
- Perform other duties as required.

## SELECTION CRITERIA

- Relevant qualification in Project Management or related discipline, and/or extensive experience (minimum 5 years) in delivering community infrastructure.
- Extensive experience in the operations, maintenance and planning of water, sewer, effluent reuse and renewable energy infrastructure.
- Extensive experience in building construction and maintenance practices and procedures including, sporting and recreational facilities and other Council infrastructure.
- Demonstrated knowledge of liquid trade waste systems and integrated water cycle management.
- Highly developed and demonstrated interpersonal, verbal and written communication skills.
- Highly developed and demonstrated people management skills (including team leadership and conflict resolution).
- Excellent organisational skills and ability in planning, project, time and financial management.
- Demonstrated experience in negotiation, problem solving and conflict resolution skills.
- Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives effectively and efficiently.
- Experience in contract management including documentation, tendering procedures, contract administration and supervision of contractors.
- Highly developed interpretive, analytical and problem solving skills.
- Working knowledge of relevant legislation and industrial awards, including the *Local Government Act 1993* and the *Local Government State Award*.
- Hold a WorkCover Construction Induction Card (White card).
- Demonstrated commitment and experience in maintaining a safe working environment, in accordance with WHS requirements.
- Demonstrated ability to work in a team environment and contribute to team outcomes, and a sound knowledge of EEO principles.
- Current drivers Licence.