

<b>POSITION TITLE:</b>	Coordinator Water & Sewer Networks
<b>POSITION NUMBER:</b>	10202
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	7 - 8 <i>Provisions of this appointment pay level and progression to be in accordance with the applicable award.</i>
<b>REPORTS TO:</b>	Service Delivery Manager
<b>DEPARTMENT:</b>	Infrastructure & Utilities

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Coordinator Water and Sewer Networks will be responsible for the delivery of the daily management, operational and maintenance functions of Council's water distribution and wastewater collection networks, providing technical guidance and planning and directing operational work schedules. The role will ensure that the budget, safety and operating standards, operational/regulatory monitoring and reporting and employee competencies are adhered to.

## KEY RESPONSIBILITIES IN THIS ROLE

1. **Leadership and People Management.** Lead, motivate, mentor, develop and support the team to service delivery excellence. Develop resourcing strategies to ensure successful delivery of services. Ensure employee performance is meeting expectations and managing these expectations successfully.
2. **Safety.** Promote and demonstrate Council's high standards in relation to health and safety. Championing a culture of safety in the workplace. Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours. Identification of continuous improvements in the safety area.
3. **Customer Service.** Coordinate the team to ensure quality and level of service is maintained while responding to work requests.
4. **Planned Maintenance.** Work with the engineering team and management to develop planned maintenance strategies which may include the writing of programs and development of council reports with the aim to reduce responsive maintenance and unplanned interruptions.
5. **Responsive Maintenance.** Coordinate the response to reactive unplanned events and emergency works. Provide technical advice as required to the team for these unplanned events.
6. **Training and Development.** Ensure operators are appropriately skilled and competent for the plant and equipment they are operating and/or the tasks they are performing. Identify opportunities for skill development and work with the training and development team to ensure effective training delivery.
7. **Financial and Budget.** Ensure Council's procurement policies and procedures are followed, including the development of scopes for RTQ's or RFT's. Assisting the team to manage expenditure and budgets. Ensuring the team provides value for money outcomes when making procurement decisions. Involvement in budget preparations, planning and monitoring.
8. **Program and Contract Management.** Scoping and management of minor works and maintenance contracts/projects and external contractors to ensure they are outcome driven and works are delivered within budget and timeframes.
9. **Stakeholder Engagement.** Establish a reputation for reliance and trust across the spectrum of stakeholders, including other levels of government, councillors, management, peers, co-workers and the general public.
10. **Safety and training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Mandatory:

- Significant demonstrated experience in and knowledge of water and wastewater network management.
- Demonstrated capacity to plan workload, achieve set goals and meet deadlines.
- Proven people management experience.
- A high level of oral, written and comprehension skills with the ability to research and produce logical and professional reports on a wide range of issues.
- Demonstrated strong focus on the provision of quality customer service.
- High level problem solving and knowledge of planned and responsive maintenance activities.
- Competent use of Microsoft Office programs.

### Desirable:

- Knowledge of the occupational health and safety standards associated with the water and wastewater industry and risk management systems.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- QBCC Occupational Plumber and Drainer Licence, tertiary qualification (Bachelor of Engineering) or suitable alternative qualification.
- General Construction Induction Card.
- Minimum of Queensland C class drivers' licence.

### Desirable:

- Working Safely at Height, Confined Space and Breathing Apparatus Statement of Attainments.
- Traffic Management Implementation.
- Experience in local government operation and environment.

## WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work outdoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 15kg, carrying up to 15kg.

## IMMUNISATION REQUIREMENTS

Council's Health Risk Assessment has identified this position as having exposure to biological hazards as they may encounter raw water, sewage aerosols and

biosolids. Council offers an immunisation clinic to all workers who are in roles that have exposures to biologicals to provide protection against vaccine preventable diseases such as Tetanus, Hepatitis A and Hepatitis B.

### KEY SELECTION CRITERIA

1. Relevant qualifications and substantial experience in the water industry.
2. Significant working knowledge of relevant Local Government operations and legislative framework.
3. Excellent compliance management and organisational skills.
4. Demonstrated strong capacity to plan workload both individually and for the broader team, achieve set goals and meet deadlines.
5. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
6. Demonstrated ability to supervise, mentor and assist the network operations team, ensuring work is planned, delivered and performance targets are met.

### CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

### ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.

- Medical assessment.
- Reference and qualification checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward-looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	3
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	3

Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	3
---------------------------	--	---

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

## GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**