

## Position Description

<b>Title:</b> Manager Water & Sewer	<b>Award Classification:</b> Band 4
<b>Department:</b> Operations and Planning	<b>Salary Classification:</b> Grade 8
<b>Tenure:</b> Permanent	<b>FTE:</b> 1

### **Context**

The Manager Water and Sewer operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

Working within the Operations and Planning Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Water & Sewer team, including other Managers, Directors and the General Manager, to make sure that water and sewer opportunities and concerns are raised at the right time for sound decision-making by Council.

This role is part of the Manager group and the incumbent is expected to contribute openly and constructively as part of a member of the leadership team of Council.

### **Role Purpose:**

To lead the Water & Sewer team by creating the conditions for efficient, effective and coherent water and sewer services that result in high quality and cost effective infrastructure outcomes for the community.

### **Key Accountabilities:**

1. Design and deliver the following integrated, coherent, customer-focused services:
  - Water and sewer construction services in accordance with Operational Plan, Asset Management plans, Strategic Business Plan and supporting policies, standards, practices, and systems.
  - Procurement support and contract management. Provide support and advice to assist long term asset planning and scoping, investigation and design services
  - Operation and maintenance of water and wastewater assets, including optimisation, treatment, recycling, testing, monitoring and source water protection.
  - Maintaining Council's mechanical, electrical, instrumentation and telemetering process, handling, monitoring and control equipment and systems.

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2. Ensure Kempsey Shire Council consistently provides responsive Water & Sewer services by:
    - Ensure that all water and wastewater facilities are operated, repaired and maintained efficiently and effectively and in a manner to comply with all federal and state standards, licence conditions, rules and regulations.
    - Constantly reviewing and making changes to services against identified and changing needs of the organisation and the community.
    - Designing, implementing and managing policies and processes that support the consistent delivery of high quality, efficient and effective water and sewer services that are positive and customer-focused.
    - Ensure compliance to external and independent audits. Non-conformances and non-compliance rectified in timely manner and before any ramifications.
  3. Support Kempsey Shire Council as a high-performance organisation by:
    - Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
    - Implementing and managing individual performance that flows from organisational goals and priorities.
    - Identifying technical and leadership needs and developing solutions to mediate organisational gaps.
    - Contributing to Council's business, strategic and corporate planning for meeting the community's needs now and into the future.
    - Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
  4. Support leaders across Council to appropriately apply Water & Sewer policies, practices and standards by:
    - Consistently communicating the value, benefits and opportunities created by the work of the Water & Sewer team.
    - Monitoring, reviewing and implementing improvements to processes and policies based on the needs of internal and external customers as well as legislation.
    - Providing specialist, authoritative and consultative advice on complex water and sewer matters.
    - Liaising with other governmental, statutory, industry and other organisations to facilitate compliance and best practice.
  5. Provide leadership and management to the Water & Sewer group through:
    - Mentoring, support and development of the coordinators and team leaders within the Group.
    - Monitoring and managing of the teams' performance within the Group.
    - Leading the group to achieve Water & Sewer objectives.
    - Effective budgetary management.
    - Sound and transparent procurement practices.
  6. Perform other reasonable duties as directed by the Director Operations and Planning or their delegate.

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**Supervision Received:**

This role reports to the Director Operations and Planning.

**Supervision Exercised:**

The following roles report to the Manager Water & Sewer:

- Process Engineer
- Maintenance Engineer
- Water Operations Engineer

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date