

Position Description

Title: Team Leader Water Maintenance (Position 1098)	Award Classification: Band 2, Level 3.
Department: Water and Sewer	Salary Classification: Grade 5.
Tenure: Permanent Full Time	FTE: 1

Context:

The Water and Sewer team 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.

Role Purpose:

The primary purpose of this role is to lead and work with a team of maintenance and construction operators to plan and coordinate responsive and proactive maintenance, repair, operation, and construction of water supply and sewer network asset to agreed scopes, specifications and applicable industry standards that are associated with water and sewer treatment and transfer infrastructure.

Key Accountabilities:

- Lead and participate in programming, planning, prioritisation and coordination of team activities for water and sewer network maintenance and/or construction works to best utilise available resources.
- Develop and deliver a responsive and planned maintenance work and repairs program of water and sewer network assets.
- Ensure all correspondence and work orders allocated to the position are processed in accordance with Council performance targets.
- Review and adopt industry best practices such as the WSAA codes, AusSpec, KSC DWMS and other Council specifications for water and sewer network maintenance/ construction activities and ensure compliance with these standards for all activities.
- Promoting and supporting an active team environment of multi-skilled team members to carry out activities of the team in the inspection, operation, maintenance, repairs and construction of water and sewer network infrastructure.
- Recommending changes to position descriptions, where appropriate, to ensure all team members have clearly defined responsibilities, objectives and performance criteria covering their positions.

- Carry out and report on performance reporting on team members consistent with Water Operations and Councils requirements.
- Review and assess operations, completed jobs and work methods with the maintenance and construction teams on a regular basis to refine work practices and methods to provide more efficient and effective services.
- Ensure compliance with Environmental legislation for all water and sewer network construction/maintenance activities.
- Maintain relevant administrative records and statistics including diaries and computer based means.
- In conjunction with the Technical Officer Support, assess and analyse administrative records and statistics, including diaries and computer-based recordings, against statutory compliance requirements (e.g. Drinking Water Quality Management Plans etc) and operational efficiency targets.
- Manage and accurately report on work expenditure to ensure budgetary compliance.
- Participate in and coordinate rotating rostered call-out system and/or being available, following consultation and negotiation, to complete some key projects/programs outside normal working hours (on-call for water and sewer maintenance teams, outside normal hours works for all other teams).
- Identifying needs and assisting in delivery of training, mentoring, supervision and development of other staff including trainees and labour hire.
- Maintaining a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations.
- Ensuring compliance with relevant Council policies and procedures.
- Delegating duties to the Senior Operator Maintenance where required, including leading and managing maintenance projects and/or areas.
- Promote and lead team culture of “customer centric services approach” to provide high levels of customer service.
- Assist in the development and monitoring of a suite of reportable business performance measurements and service standards which drive continuous improvement.
- Delegating duties to the assistant team leader where required, including leading and managing maintenance projects and/or areas.
- Performing other reasonable duties as directed by the General Manager or their delegates.

Core Competencies:

- Diploma of engineering or trade qualifications in Plumbing or relevant to position and/or a substantive working history within a relevant industry at a supervisory level
- A minimum of 10 years' experience in the water, sewerage network infrastructure, construction and maintenance or other relevant construction industry experience
- Sound understanding of the Water Services Association Australia codes and Auspec relevant to water and sewerage network infrastructure and AS3500
- Proven ability to be an effective leader in a team environment providing motivation and development to team members
- Demonstrated working knowledge of Work Health and Safety requirements and legislation
- Sound written and oral communication skills
- Demonstrated computer skills with Microsoft software including Outlook, Word and Excel
- Relevant WorkCover and industry Certificates
- Related engineering, environmental or trade qualifications would be considered a definite advantage
- Hold a white card (or general construction induction card) for Construction Work in NSW
- Hold and maintain a current Class C Driver's Licence.

Supervision Received:

This role reports to the Water Operations Engineer.

Supervision Exercised:

The following roles report to the Team Leader Water Maintenance:

- Operator Water & Sewer Network
- Operator Water Maintenance
- Operator Maintenance
- Contractors



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Macleay Valley**”

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