

Position Description

Water Project Supervisor

Division:	Infrastructure & Engineering Services
Department:	Water Project Delivery
Reports to:	Project Delivery Coordinator
Number of direct reports:	Nil
Location:	Various sites across Local Government Area
Grade:	8
Employment status:	Full Time
Date approved:	12 March 2024

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Water Project Delivery department of the Infrastructure & Engineering Services division and is a key member of delivering Capital Works projects for Water and Systems Division.

The Project Supervisor – Water Services is responsible for:

- Supporting the Project Manager(s) and Project Delivery Coordinator within Water Project Delivery Department for Water/Sewer infrastructure within the adopted Capital Works Program
- Perform activities such as inspecting onsite works, keeping site records, highlighting non-compliance, identify opportunities for improvement, provide directions to contractors (following consultation with Project Managers), releasing hold points/witness points as well as the coordination/supervision of minor works.

Key Accountabilities & Duties

- Oversee the site activity of contractors verifying that the work and construction activities are performed in accordance with the specification, contract documentation, policies, industry practices and standards.
- Assist contractors with identifying opportunities and solutions to ensure construction of high-quality assets.
- Inspect & release contractor Inspection Test Plans (ITPs), hold and witness points (HP/WP) as appropriate.
- Coordinate the progress of the contract works with other asset operators within Council to minimise the impacts of construction and progress of the works.
- Assist the Project Manager in ensuring the consistent application of surveillance by project programs, quality assurance, Workplace Health & Safety, traffic management, environmental management and progress of works.
- Advise on the efficiency of activities planned or undertaken by the contractor in an effective and efficient way to minimise conflictual situations.
- Assist the Project Manager in ensuring the delivery and management of contract works including review and assessment of request for information (RFI), changes to design, site instructions, progress claims, construction programs, variations, SWMS and ensuring capturing work as executed information.
- Contribute to monitoring site activities of contractor works including daily site diary, comprehensive construction site photos, toolbox and site meetings.
- Provide a high level of customer service to the community, internal stakeholders and other customers to ensure Customer Service Charter levels are maintained.
- Contribute to Council's engineering standards, practices and processes relating to project delivery to assist in their continuous review, improvement, documentation and currency.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Certificate III or Trade level qualifications in civil, water/sewer infrastructure or a similar field with extensive experience and a record of achievement in the construction of water and sewer infrastructure.
2. Demonstrated ability to interpret engineering plans & specifications as well as organising, scheduling and conducting engineering quality inspections.
3. Demonstrate an understanding of the professional and legislative requirements within the scope of the role, including current Engineering Specifications & Standards, Local Government Act, water and sewer system construction codes (WSAA), Environmental and WHS Legislation, related Regulations and Codes.





4. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
5. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
6. Workcover WH&S induction for the construction industry.
7. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒