

POSITION DESCRIPTION

Position Title:	Supervisor – Water and Sewer Treatment
Position Number:	7014
Group:	Infrastructure Services & Planning
Business Unit:	Water and Sewer
Service Unit:	Treatment
Reports To:	Coordinator Water and Sewer Delivery
Grade:	11
Hours Of Work:	38 hours per week
Last Date Of Review:	October 2023
Last Date Of Evaluation:	November 2023

Role Function Summary

The Treatment Supervisor is an integral part of the Water and Sewer Team who deliver high quality drinking water and treated wastewater services; that meet the needs of Council's customers and comply with the requirements of regulators.

This Treatment Supervisor is primarily responsible for planning and supervising the work of the Treatment Team, ensuring the delivery of work activities meets safety, cost, quality and time objectives. The Treatment Supervisor is responsible for supervising the effective operation of Council's water and sewer treatment plants through monitoring, operating, controlling and optimising of the treatment processes to ensure compliance with Council's Drinking Water Management System, Environment Protection Licence and other regulatory requirements.. Planning and scheduling works is an important part of this role.

The Treatment Supervisor is required to work a seven-day a week roster system and is to be available for after-hours emergencies and participate in the operational and on-call rosters for the Treatment Team. As the activities of the position could involve exposure to untreated sewage, proof of immunity against these hazards is a requirement of the role.

Key Responsibilities (Major and Essential Job Functions)

- Supervise the Water and Sewer Treatment Team to ensure the provision of professional, cost effective and timely works and services that support Council's strategic objectives;
- Supervise the completion of work relating to water and sewer treatment including: operation of water and sewer treatment plants including filtration, chemical dosing and IDEA processes as well as operation and maintenance of remote chlorinators, gas chlorination, activated carbon dosing, UV treatment, generators and pumps;
- Plan the Water and Sewer Treatment Team's short and medium term works, including scheduling, material and equipment purchasing, customer and internal liaison, in conjunction with the Coordinator Water and Sewer Delivery, as well as undertaking delivery and resource allocation and provide timely constructive input into decision making and problem solving work issues;
- People leadership of Treatment Team including: setting challenging and realistic goals, performance measures for each goal, clear communication, regular feedback and empowerment through support, tools, and processes;

- Investigate and respond to operational issues / incidents within the water and sewer treatment systems, including regulatory obligations, customer complaints, reports from field staff and others;
- Supervise WHS compliance in the workplace, ensuring that all Water and Sewer Treatment Team members and tasks remain compliant with their requirements under legislation and policy;
- Provide efficient solution focussed service and attitude to all internal and external customer enquiries, ensuring follow through on all requests, including updating and closing all CRMs;
- Liaise with key stakeholders regarding potential, proposed or current planned and emergency works to ensure that customers understand the works required, the impact on their water and sewer services and, where practicable, the planning and undertaking of such works accounts for the specific requirements of stakeholders;
- Provide regular asset information updating and reporting of sewer and water infrastructure to update Council's asset register and GIS system;
- Create and promote effective mechanisms to review programs, processes and functions within Water and Sewer Delivery Team to ensure a culture of continuous improvement is developed and maintained;
- Assist the Coordinator Water and Sewer Delivery in identifying trends and abnormalities within the water and sewer treatment systems, to assist with decision making during operational incidents and identifying assets for renewal/upgrade;
- Supervise the delivery of minor capital works (usually below \$50,000) ensuring that these projects are delivered successfully in terms of quality, cost and time;
- Provide on the job training for field staff in own areas of expertise, motivate and mentor less experienced staff and contributes to an efficient, effective work team;
- Contribute to meeting Council's agreed levels of service and ensure these levels of service are met by all team members;
- Undertake work in confined spaces and /or working at heights as well as with asbestos containing materials, sewerage and chemicals as required; and
- Attend emergency call outs and perform incident and emergency management duties, as required during business or after hours.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
Our Purpose	To "create community"
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <p>Accountable</p> <ul style="list-style-type: none"> • We know what we do, and do what we say <p>Connected</p> <ul style="list-style-type: none"> • We work together to create community <p>Integrity</p> <ul style="list-style-type: none"> • We do the right thing <p>Care</p> <ul style="list-style-type: none"> • We are people who care <p>Adaptable</p> <ul style="list-style-type: none"> • We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and

promote safety in the workplace at all times.

Policies and Procedures

The responsibilities of this position are completed in line with all Council policies and procedures related to this position.

Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships: Manager Water and Sewer; Water and Sewer Delivery Team; Utilities Engineering Team; Water and Sewer Strategy Team; Integrated Risk Management Group; Infrastructure Delivery Group; Corporate and Community Group; Leadership Group; Executive Leadership Team; and ancillary Water and Sewer Team.

External Relationships: Customers and members of the public; Other Council's and Local Utility Authorities; Contractors and Consultants; and Industry Bodies.

Direct Reports: Water and Sewer Treatment Plant Operator (4); contractors

Indirect Reports: Nil

Specifications and Technical Skills:

Essential Criteria:

- Certificate IV in Water Operations qualification with relevant experience and technical understanding of water and sewer treatment or an equivalent combination of experience, technical understanding and qualifications in the water and sewer treatment industry including operation of treatment plants, asset inspection, water quality testing and data analysis;
- Experience and demonstrated ability to effectively lead, motivate, support and develop a team, ensuring they achieve work targets and objectives safely and efficiently;
- Ability to lead and coordinate a team in a fast paced environment, including experience in coaching and performance management;
- Well-developed time management, organisational and problem solving skills with an ability to meet deadlines;
- Ability to identify and contribute to continuous improvement of systems and processes;
- Basic recordkeeping and computer skills (MS Word, MS Excel, Email, Internet, SCADA);
- Availability to work across 7 days per week and participate in on-call roster and ability to attending after-hours and respond within Council's agreed Levels of Service; and
- Proof of immunity against Hepatitis A and B and tetanus.

Desirable Criteria:

- Certificate IV in Leadership and Management (or equivalent);
- Certificate IV in Training and Assessment;
- Certification and / or experience in laboratory techniques;
- Certificate of competency and experience in operating forklift, tractor, skid steer, excavator and / or backhoe;
- Experience in the use of oxy acetylene welding equipment; and
- Experience in the utilisation of relevant corporate systems such as SCADA, Authority, Content Manager, Infrastructure Data and VertiGIS (GIS).

Licences and Tickets Required:

- Class MR drivers licence (or above) and the ability to tow a trailer;
- NSW Health approved Fluoride Operator Certificate (Fluoridation of Public Water Supplies)
- Dangerous Goods Drivers Licence
- Confined Space Entry Certificate with Breathing Apparatus;
- Safe Working at Heights certification and experience;
- Dogman (spotters) certification and experience;
- AQF3 Chemical Safety Certification; and
- WHS Construction Induction Card (White card).

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office

environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓				✓						
Walking			✓		✓							
Standing		✓					✓					
Bending			✓		✓							
Squatting			✓		✓							
Climbing			✓		✓							
Kneeling			✓		✓							
Twisting			✓		✓							
Lifting			✓		✓							
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

✓	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling	✓	Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling	✓	Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection	✓	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
✓	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
✓	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: Supervisor – Water and Sewer Treatment

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Certificate IV in Water Operations or working towards;	1					
Demonstrated ability to effectively lead, motivate, support and develop a team, ensuing they achieve work targets and objectives safely and efficiently	1					
Demonstrated ability to lead and coordinate a team in a fast paced environment, and demonstrated coaching and performance management of staff	1					
Well-developed time management, organisational and problem solving skills with an ability to meet deadlines	1					
Demonstrated experience and technical understanding of the operation of water and sewer treatment plants, including the ability to undertake water quality testing, monitoring and data analysis	1					
Demonstrated ability to identify and contribute to continuous improvement of systems and processes	2					
Demonstrated ability to use Water and Sewer computer based technology (e.g. VertiGIS, Authority, Infrastructure Data and SCADA)	2					
Completed Certificate IV in Leadership and Management (or equivalent) or working towards	2					
Demonstrated ability to plan and schedule short and medium term works including scheduling, material and equipment purchasing and customer and internal liaison	2					
Demonstrated knowledge of and experience in applying WHS legislation and regulation in a supervisory role	2					
Contribute to Delivery Team risk identification, analysis and control	3					
Demonstrates continuous improvement by suggesting changes to work procedures and treatment processes, enhancing performance and providing financial saving	3					
Demonstrated ability to effectively and safely supervise the completion of complex operational and maintenance work on assets within the water supply and sewerage treatment systems, including trouble shooting and process changes	3					
Demonstrated ability to develop and maintain asset maintenance schedules (planned and reactive)	3					
Reviews performance against Council's Levels of Service and legislative requirements and leads and motivates staff, including promoting change and fostering a team environment, to deliver on these levels of service	3					
Demonstrated ability to supervise the delivery of minor capital works, ensuring projects are delivered successfully in terms of quality, cost and time	4					
Extensive knowledge of Council's water and sewer treatment plants and systems with ability to identify operational and maintenance issues using this knowledge	4					
Actively contributes to the development of Council Policies and Procedures relating to the Water and Sewer Delivery Team area	4					
Demonstrated ability to competently act in Coordinator Water and Sewer Delivery Position	4					
	4					

Demonstrated ability to undertake data analysis, cause and effect analysis and trend identification and review water water compliance data, water quality monitoring program and Drinking Water Management System, in conjunction with the Utilities Engineering and Strategy & Compliance Teams, contributing to decision making and problem solving on issues and trends						
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Skills Review Year (eg 2024): _____ **Position:** Supervisor – Water and Sewer Treatment

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				

<input checked="" type="checkbox"/> Proposed Salary Step Placement				
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