

Position Description

Position title	Team Leader Reticulation Operations
Reports to	Coordinator Reticulation Operations
Direct Reports	6
Department	Infrastructure & Planning
Classification	Level 4, Local Government Industry Award (Stream A)
Last Review Date	March 2021

Position Summary

The Team Leader Reticulation Operations is responsible for the supervision of the day to day operations of water & wastewater reticulation activities as per the prescribed objectives and responsibilities. It will be necessary for this position to coordinate with water treatment operations staff to ensure seamless supply of water and wastewater operations.

Position Specific Accountabilities

- Lead the delivery of Water & Wastewater reticulation services and monitor time and cost of assigned areas in line with business unit targets, reporting any variances with recommendations for improvements as required;
- Supervise and oversee day to day staff and equipment resourcing to meet the requirements of Council's Water & Wastewater reticulation services.
- Influence the operational activities of Water & Wastewater reticulation services and contribute as a member of the supervisory team to assist the Coordinator Reticulation Operations in the preparation of budgets, procedures, policies etc.
- Assist in the development of maintenance management schedules for water & wastewater reticulation assets and maintain compliance with the schedules, including non-routine maintenance.
- Manage Customer Requests allocated to Water & Wastewater reticulation services.
- Assist the Coordinator Reticulation Operations to coordinate water & wastewater reticulation capital works implementation.
- Ensure compliance with Council's work management system and correct allocation of operation and maintenance costs to reticulation assets
- Implement the requirements of Council's Drinking Water Quality Management Plan, Customer Service Standards, and relevant certificates of registration issued under the Environmental Protection Act 1994 (Qld)
- Assist in setting development application conditions, review and inspect subdivision and private works developments in accordance with Council's requirements.
- Ensure that Workplace Health and Safety obligations are modelled and followed.
- Other responsibilities as reasonably expected.

Supervisor Accountabilities

As a supervisor the Team Leader Reticulation Operations is responsible for;

- Meeting the requirements of the TRC Corporate Plan, Budget and Operational Plan.
- Providing effective leadership and staff capability development to ensure alignment with TRC values, achievement of organisational KPI's and a positive contribution to a dynamic workplace culture.

- Developing and maintaining relationships with community and key stakeholders that contribute to positive outcomes for the community.
- Promote a culture of quality, performance and continuous improvement, and encourage initiative and innovation to improve outcomes

Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
 - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
 - Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from Council.

Selection Criteria

- Demonstrated knowledge of Water and Environmental legislation applying to the provision of water and wastewater reticulation services.
- Demonstrated knowledge of asset management principles and relevant design standards.
- Relevant experience in Local Government Water and Wastewater Reticulation management.
- Demonstrated ability to effectively supervise staff and communicate effectively with customers and stakeholders at various levels.
- Experience in works management systems and maintenance management scheduling.

Qualifications

- Queensland Construction White Card, or National equivalent (mandatory)
- Plumbers and Drainage Licence (mandatory)
- Overhead Awareness (mandatory)
- Safe Working in Confined Spaces (desirable)
- Asbestos Awareness (desirable)
- MUTCD – Traffic Management Level 1 Basic (desirable)

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

