



POSITION DESCRIPTION

TEAM LEADER TREATMENT PLANTS NORTH

Department:	Warrumbungle Water
Reports to:	Supervisor WW Treatment Plants
Location:	Coonabarabran
Grade:	8

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

This position is responsible for the operation, surveillance, preventative and reactive maintenance, emergency repair of Council's water sourcing and treatment and sewage treatment infrastructure including sewage pumping stations in Coonabarabran, Baradine, Bugaldie and Kenebri. The position entails the supervision of relevant staff as well as ensuring the provision of safe and good quality water in accordance with Health standards and the Australian Drinking Water Guidelines and compliance with Council's Environmental Protection Agency licences.

The job holder will be required to obtain and maintain certification in the Water Treatment Plants and Sewerage Treatment Plants within the group, and to continue to develop their knowledge and skills and those of their team. The Team Leader WW Treatment Plants may also be expected to act in the Supervisor WW Treatment Plant's role when the incumbent is absent.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Coordinate the organisation, staffing and operational activities of the Warrumbungle Water Treatment Plants North team.
- Contribute to preparation of operating and capital expenditure budgets and programs

- Provide technical advice as required.
- Carry out dam operations, maintenance and surveillance activities at Timor Dam.
- Produce potable water for Coonabarabran, Baradine, Bugaldie and Kenebri, in accordance with the Australian Drinking Water Management System, all state and federal regulations and Council's Drinking Water Management System.
- Operate treatment plants and ensure that plant operations are in compliance with operating guidelines.
- Oversee and participate in the performance of regular and unscheduled maintenance and repairs on all plant equipment and machinery including the SCADA/telemetry system.
- Oversee and undertake maintenance of grounds.
- Inspect treatment plants, water meters, pump stations and reservoirs; record and notify violations or potential hazards and take corrective action.
- Attend and participate in meetings as required; stay abreast of new trends and innovations in water and wastewater treatment.
- Be familiar with plant manuals such as maintenance, treatment and safety and ensure other treatment staff are also familiar with these documents.
- Oversee and maintain all required records.
- Oversee and perform all aspects of sampling, monitoring and testing required to maintain compliance with regulations governing water and wastewater treatment processes, and stormwater and sludge management
- Promote and maintain a positive image of Council to the community
- Promote positive relationships and communicate effectively and courteously with co-workers, and outside plant associates.
- Act as Supervisor Warrumbungle Water in the absence of the incumbent as required.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

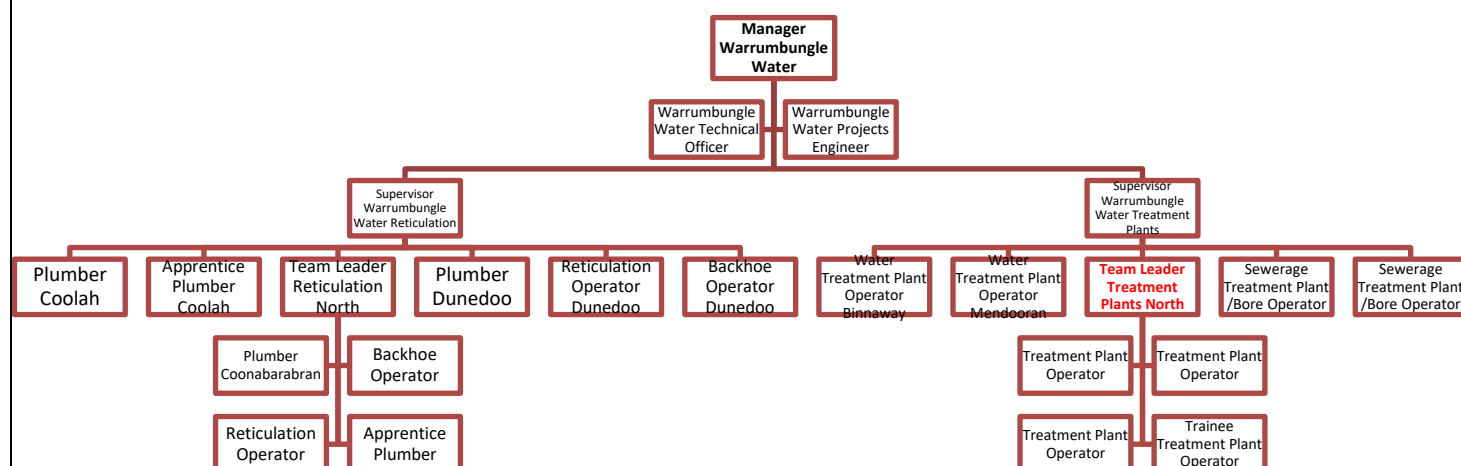
ESSENTIAL REQUIREMENTS

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Certificate III in Water Industry Treatment (Drinking Water) and Certificate III in Water Industry Treatment (Wastewater) or equivalent qualification/s and / or extensive knowledge and experience of water and sewerage treatment.
- 4 Demonstrated commitment to ongoing professional development of self and team members
- 5 Demonstrated working knowledge and understanding of the Australian Drinking Water Guidelines
- 6 Participate in rotating on-call roster for emergency call-outs
- 7 Ability to be on-site in Coonabarabran within 30 minutes for any emergency call-out and within 30 minutes plus travel time to calls at other centres in the group
- 8 OHS Construction Induction Certificate ("white card")
- 9 Class C NSW Drivers Licence.

DESIRABLE REQUIREMENTS






- 1 Competent in Dam Safety Surveillance
- 2 Fluoridation certification
- 3 Confined Spaces Certificate
- 4 Working at heights training
- 5 Chemical Handling Certificate (ChemCert)
- 6 Current WIOA Water Industry Operator Certification for treatment plants in Coonabarabran, Baradine, Kenebri and Bugaldie

DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

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, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability. 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. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none">• Follows through reliably and openly takes responsibility for own actions• Understands delegations and acts within authority level• Is vigilant about the use of safe work practices by self and others• Is alert to risks in the workplace and raises them to the appropriate level
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none">• Encourages an inclusive, supportive and co-operative team environment• Shares information and learning within and across teams• Works well with other teams on shared problems and initiatives• Looks out for the wellbeing of team members and other colleagues• Encourages input from people with different experiences, perspectives and beliefs• Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Deliver Results	Intermediate	<ul style="list-style-type: none">• Takes the initiative to progress own and team work tasks• Contributes to the allocation of responsibilities and resources to achieve team/project goals• Consistently delivers high quality work with minimal supervision• Consistently delivers key work outputs on time and on budget
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none">• Uses a variety of work tools and resources to enhance work products and expand own skill set• Ensures others understand their obligations to use and maintain work tools and equipment appropriately• Contributes to the allocation of work tools and resources to optimise team outcomes
Resources Technology and Information	Intermediate	<ul style="list-style-type: none">• Shows confidence in using core office software and other computer applications• Makes effective use of records, information and knowledge management systems• Supports the introduction of new technologies to improve efficiency and effectiveness

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Optimise Workforce Contribution	Foundational	<ul style="list-style-type: none">• Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team• Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them• Ensures that team members make effective use of time and resources

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

Employees – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Supervisors – are responsible for the application of Council's WHS Policies, procedures within their area of control:

- Demonstrate understanding of, compliance with and adherence to, your obligations, rights and responsibilities under the Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2011 (NSW), including amendments.
- Conduct an induction with all new employees.
- Ensure that all staff under their area of control receive adequate information, instruction and training for the tasks assigned to them.
- Ensure that all relevant PPE is provided and that staff are instructed in the correct use and maintenance of such.

- Ensure staff are aware of all relevant WHS management systems, procedures or any specific workplace hazards applicable to their area of work.
- Ensure that all high risk activities are documented in Safe Work Method Statements and that the directions contained in the statements are complied with.
- Ensure that risk assessments are conducted for all activities prior to the start of any maintenance or construction work.
- Investigate / participate in the investigation of all incidents and accidents and implement preventative and corrective action to prevent a recurrence of the incident.
- Provide leadership and set an example with regard to WHS in the workplace.
- Assist in the development and review of WHS management systems in their area of control.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's outdoor staff normally work a 38 hour week:

Week 1 - 7.30 am – 4.30 pm Monday – Thursday
 7.30 am – 4.00 pm Friday

Week 2 - 7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Health Monitoring Requirements

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

Hepatitis A/B***Pre-employment***

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

Hearing***Pre-employment***

Audiometric testing within three months of commencement

Every two years

Audiometric testing

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.