



## POSITION DESCRIPTION

### SUPERVISOR WARRUMBUNGLE WATER RETICULATION

<b>Department:</b>	<b>Warrumbungle Water</b>
<b>Reports to:</b>	<b>Manager Warrumbungle Water</b>
<b>Location:</b>	<b>Coonabarabran / Coolah</b>
<b>Grade:</b>	<b>13</b>

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#### 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 implementation of best practice procedures for construction, preventative and corrective maintenance, operation and emergency repair of water and sewer reticulation networks, including ensuring the provision of safe drinking water in accordance with health standards, the Australian Drinking Water Guidelines and Council's Drinking Water Management System across the Local Government Area.

While the Supervisor Warrumbungle Water Reticulation will spend the majority of time performing supervisory and administrative functions "hands-on" involvement will still be required, depending on workload and priorities.

The Supervisor Warrumbungle Water Reticulation may also be required to act in the higher duties role of Manager Warrumbungle Water in the absence of the incumbent.

## KEY ACCOUNTABILITIES

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

- Coordinate the organisation, staffing and operational activities of the Warrumbungle Water Reticulation team as well as activities relating to the implementation of capital projects including the preparation of project plans/Gantt charts.
- Preparation of tender and contract documents and requests for quotations in line with Council's Procurement Policy, comparison and evaluation of submissions.
- Preparation of purchase orders, engagement and supervision of contractors in compliance with Council's Contractor Management Policy; review and recommend approval of supplier and contractor invoices.
- Monitoring, controlling, reporting and documenting of capital/operational projects, including risk, issues, performance against budget, progress against the approved project plan and project finalisation. This includes ensuring documentation is entered into Council's records management system.
- Participate in the development and implementation of goals, objectives, policies and priorities; provide recommendations, aid in their development and implement resulting policies and procedures.
- Assist in the development and implementation of maintenance schedules and operating procedures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Receive and act upon customer maintenance requests, including liaising with customer; ensure high-quality service is provided to customers; quickly resolve service complaints
- Ensure compliance with Council's EPA licenses and Pollution Incident Response Management Plans
- Direct, coordinate and review the work plan for assigned operations and customer services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Contribute to preparation of operating and capital expenditure budgets and programs
- Participate in development of program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures
- Train, motivate and evaluate operations personnel; identify staff training needs; work with employees to correct deficiencies; implement disciplinary procedures.
- Prepare and present staff reports and other information as appropriate and necessary to the Manager Warrumbungle Water.
- Coordinate water and sewer operations, capital works and customer service activities with those of other divisions and outside agencies and organisations.
- Commitment to implementation of Council's Drinking Water Management System.
- Assist in the implementation of Council's Water Loss Management Plan
- Assist in the development and implementation of Council's Integrated Water Cycle Management Strategy and Asset Management Plans.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution and sewer collection system operation and customer service.
- Promote and maintain a positive image of Council to the community
- Act in the higher duties role of Manager 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.**

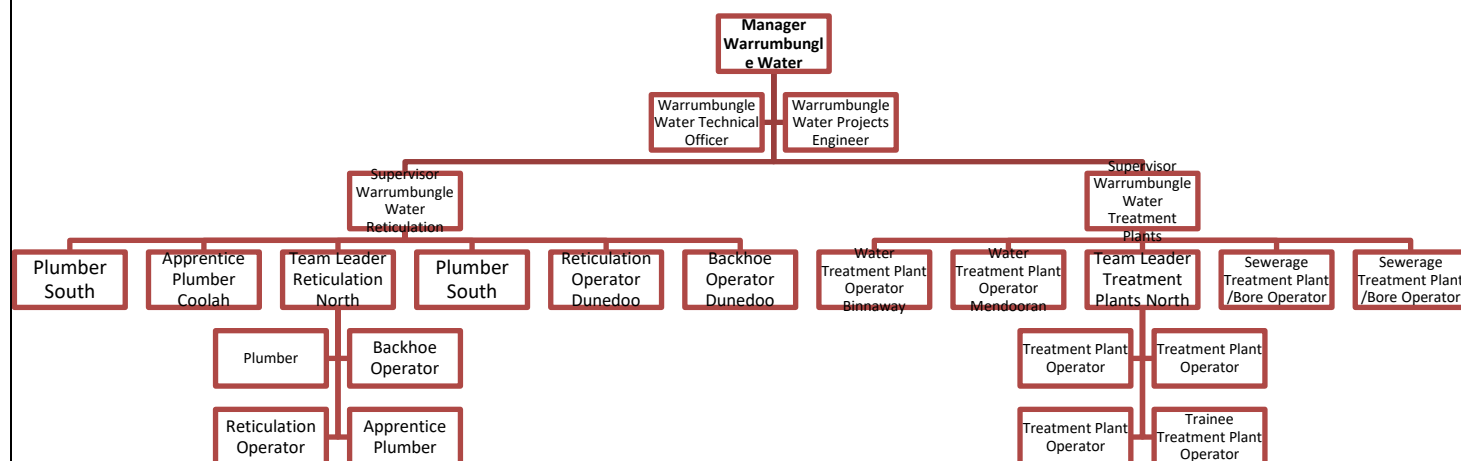
## ESSENTIAL REQUIREMENTS

- 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 Current Department of Fair Trading Plumber's and Drainer's Licence and working knowledge of AS3500: Plumbing and drainage
- 4 Backflow prevention certificate
- 5 Extensive supervisory experience, preferably in a Local Government or local Water Utility context and with water distribution and sewer collection systems.
- 6 Experience in the planning and implementation of capital projects.
- 7 Working knowledge and understanding of the Australian Drinking Water Guidelines
- 8 Demonstrated commitment to ongoing professional development of self and team members
- 9 Participate in rotating on-call roster for emergency call-outs
- 10 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
- 11 OHS Construction Induction Certificate ("whitecard")
- 12 Class C Driver's Licence

## DESIRABLE REQUIREMENTS

- 1 Diploma in Project Management or other relevant field
- 2 Implement Traffic Control Plans ticket
- 3 Confined Spaces Certificate
- 4 Chemical Handling Certificate (ChemCert)
- 5 Knowledge of Liquid Trade Waste Regulations
- 6 Demonstrated understanding of project management principles and processes
- 7 Knowledge of the Local Government Act.






## 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](http://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
	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	<b>Adept</b>
	Procurement and Contracts	Intermediate
	<b>Manage and Develop People</b>	<b>Intermediate</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

### 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
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Is committed to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Technology and Information	Adept	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> <li>• Ensures team understands their obligations to use technology appropriately</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Workforce Leadership</b> Manage and Develop People	Intermediate	<ul style="list-style-type: none"> <li>Clearly communicates roles and responsibilities in the team</li> <li>Discusses and sets clear performance goals and standards</li> <li>Gives regular feedback with the aim of improving performance and helping others learn and develop</li> <li>Recognises development needs of individuals and identifies suitable learning opportunities</li> <li>Recognises ongoing performance issues and works towards resolving them</li> </ul>

## 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.

#### **Performance Agreement**

In accordance with Clause 10 of the Local Government (State) Award a performance agreement will be established between the employee and the Council. Targets will be developed and assessed from time to time but at the minimum of at least annually.

**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. Yuluwirri Kids Preschool and Long Day Care Centre is 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

***Asbestos******Pre-employment***

SafeWork Australia Asbestos Respiratory Questionnaire

***Every three years***

SafeWork Australia Asbestos Respiratory Questionnaire

***Every five years***

Medical examination including spirometry (lung function test)

**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.