

# POSITION DESCRIPTION



<b>TITLE</b>	Water & Sewerage Supervisor
<b>DEPARTMENT</b>	Infrastructure
<b>AWARD</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>LEVEL</b>	LGOA L4– L6
<b>REPORTING OFFICER</b>	Infrastructure Manager
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

Maintain strong work ethics to assist in developing & upholding works of nominated Infrastructure duties in order to achieve Council’s goals and objectives.

## OBJECTIVES

To coordinate the operation and maintenance of water supply and sewerage systems in accordance with the license conditions and any other requirements of the Environmental Protection Agency, other relevant authorities and Bulloo Shire Council policies; to carry out repairs and maintenance as required; and, to meet the needs of the community for reliable and safe water and sewerage services.

Oversight of the operation and maintenance of water and sewerage systems including supervision of staff and contractors.

## KEY RESPONSIBILITIES

### Water and Sewerage

- Conduct regular inspections of the water and sewerage systems and recommend appropriate action.

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- Correct defects and/or inadequacies in accord with established methodologies and/or as directed.
  - Plan and co-ordinate work to minimise disruption to customer service.
  - Implement work procedures to ensure quality and level of service is maintained.
  - Implement planned maintenance schedules with the aim of reducing responsive maintenance and unplanned customer service interruptions.
  - Develop and implement safe work procedures for staff and contractors to ensure regulatory compliance is met and zero harm is achieved.
  - Respond to unplanned customer service interruption, customer enquiries and applications for new connections to ensure customer charter is met.
  - Assist in the preparation of materials and quantities lists for water and sewerage main construction or major maintenance works
  - Coordinate & maintain the operation and maintenance of water & sewerage treatment facilities for council, including assisting in the training of treatment staff.
  - To manage the water & sewerage treatment facilities in accordance with license conditions from the Environmental Protection Agency and relevant legislative requirements.
  - Prepare and manage annual operation and maintenance and non-routine maintenance budgets for treatment assets.
  - Assist or undertake renewal projects of Council's water & sewerage infrastructure.
  - Recommend improvements to the system as identified that would facilitate better services to the residents of the Bulloo Shire or would reduce costs within the water & sewerage department.

#### **Administration and Other Duties**

- Maintain all records relevant to water & sewerage and manage all documents (both created and received) in accordance with Records Management policies, procedures and legislation
- Comply with Environmental Policy and Quality Policy as relevant to the position
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- To undertake other duties as directed, consistent with skills, competence and training.

#### **Workplace Health and Safety**

- Plan and organize work and accurate completion of various documentation e.g. timesheets, risk assessments & reports.
- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

### **REQUIREMENTS OF THE POSITION**

#### **NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):**

##### **(R) - Required / (D) - Desirable (training could be provided)**

- Strong knowledge of a broad range of water & sewerage practices and associated tasks **(R)**
  - Ability to operate of water & sewerage systems, undertake minor repairs as required and to exercise initiative in the application of established work practices **(R)**
  - Demonstrated time management skills to ensure planning and prioritizing of workload to meet deadlines **(R)**
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- High standard of written and verbal communication skills **(R)**
  - Proficient in the use of PC based software including word processing, spreadsheets and relevant operating systems **(D)**
  - Ability to recognise potential hazards that could be a risk to council employees or the general public **(R)**
  - Ability to manage and plan work and to work alone with limited supervision **(R)**
  - Ability to meet objectives within a time frame **(R)**
  - Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required within the water & sewerage department **(R)**
  - Ability to communicate effectively and understand and follow written and verbal instructions **(R)**
  - Ability to work cooperatively with other team members **(R)**
  - Ability to resolve minor problems on the job **(R)**
  - Willingness to undertake Council's Immunisation Program (Hepatitis A & B) **(R)**
  - Certification in Confined Spaces, or willingness to obtain **(R)**
  - Certification MSMWHS216 - Operate breathing apparatus, or willingness to obtain **(R)**
  - Maintain a Class "MR" Licence minimum **(R)**
  - Plumbing License **(D)**
  - Any qualification applicable to relevant field **(D)**

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
  - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
  - (3) The worker must not intentionally misuse or damage the equipment.
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