



POSITION DESCRIPTION

Water and Sewer Supervisor

Position Title	Water and Sewer Supervisor
Position Number	3031
Directorate	Works and Environmental Services
Reports To	Operations Manager
Award Level	Above Award Contract

Position Objective

Be responsible to the Director Works and Environmental Services for leading the Water and Sewerage Team by being responsible for the coordination, resourcing and supervision of and ensuring the safe, cost effective and efficient operation and maintenance of Council's water and sewerage treatment plants; pump stations; reticulation, plumbing and water storage infrastructure.

In addition to work performed in Cloncurry, travel and work in Council's remote townships of Dajarra, Kajabbi will be required from time to time.

Key Responsibilities

The following outlines the key responsibilities of the position, but is not all encompassing:

Operations:

- This is a hands-on role leading the Water and Sewer team in a new direction integrating water and sewer into Council's overall Asset Management Plan;
- Develop, review and maintain procedure manuals to ensure compliance with legislation and industry standards;
- Supervise reporting to ensure various legislative standards are met (i.e. SWIM, DEWS Annual Technical Report, DWQMP and Dam EAP);
- Oversee the maintenance programs within the managed area and predetermine ordering requirements and raise requisitions for goods and services;
- Ensure supply of chemicals is maintained with sufficient reserves for the ongoing treatment of Cloncurry's water and sewerage;
- Update water and sewer pump inventory and assets for Cloncurry, Dajarra, Kajabbi and Malbon;
- Assist with budget preparation for repairs, maintenance, plant and equipment replacement within the managed area;
- Be familiar with and monitor progressive job cost allocations and expenditure to ensure works remain within budget parameters;
- Carry out risk assessments and participate in projects, repairs and maintenance;
- Maintain accurate and complete records of compliance activities, repairs and maintenance in accordance with Council's record keeping policies and procedures;
- Assist with biannual water meter reading and record keeping;
- Perform Dam inspections in accordance with relevant legislation;

- Recommend to the Works Manager and Director Works and Environmental Services changes which would facilitate better service to customers, or would improve efficiency and reduce costs either within the managed area or Council as a whole;
- On occasion, act as the department's emergency contact outside of normal operating hours in regard to problems within the managed area and Council as a whole;
- Other related duties as directed within the scope of the position.

Staff and Contractors

- Provide supervision of the water and sewerage treatment operators, plumbing team while participating in the day-day operations of Council's Water and Sewerage Treatment Plants and associated services;
- Closely monitor all types of leave and ensure absences are authorised and do not negatively impact on Council operations;
- Check and authorise timesheets to ensure correct allocation of job costing; attendance and overtime is controlled;
- Organise regular tool box meetings with team and participate and contribute in meetings;
- Ensure a well-trained and competent workforce within the managed area through on the job training and professional development opportunities;
- Ensure employees and sub-contractors comply with all Council policies, procedures, local laws and environmental practices;
- Conduct annual reviews and performance management for employees within the managed area.

Key Attributes and Experience

- Demonstrated ability in leading and supervising small to medium teams;
- Possess demonstrated problem-solving skills with the ability to make accurate on the spot decisions within level of authority;
- Possess demonstrated technical skills with the ability to interpret technical specifications associated with the position responsibilities;
- Demonstrated ability to complete assigned works within allotted timeframes to a high standard;
- Demonstrated knowledge of the operation of water and sewerage treatment plants, bores, pumps and associated equipment;
- Demonstrated knowledge of plumbing and relevant legislation and the interpretation of planning and building submissions to provide input for Development Application and conduct water and sewer connection inspections;
- Demonstrated knowledge of compliance and legislation in relation to water and sewerage treatment supply and reticulation;
- Knowledge of operations of local government works and/or civil construction or the proven ability to quickly acquire such knowledge;
- Demonstrated understanding of Workplace Health & Safety practises and Environmental impacts.

Qualifications

- Current unrestricted "C" Class driver's licence is mandatory;
- Construction White Card/Blue Card is mandatory prior to commencement;
- Current high risk forklift ticket would be highly desirable;
- Be a licenced plumber or possess a Certificate III Water Operations or higher would be highly desirable;
- Experience in Local Government or in a civil construction environment would be highly desirable.

Workplace Health and Safety Obligations for Employees and Officers

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.



Remuneration Schedule

Water & Sewer Supervisor

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Water & Sewer Supervisor

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following:

1. Commencement salary shall be from \$80,000 per annum (or as negotiated) and is inclusive of all allowances that may be prescribed under the Award unless otherwise listed. Overtime does not form part of this contract. The employee is not entitled to receive Award increases but are at the discretion of Council in accordance with the terms of this contract.
2. Remote area housing allowance paid in addition to the salary as per the Certified Agreement and Council Policy, currently \$30 per week.
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service. Annual leave at any one time should not exceed four (4) weeks and subject to conditions of Council's Certified Agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days and is subject to conditions of Council's Certified Agreement.
5. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break. It is expected employees at this level, where necessary, devote such time, attention and skills outside ordinary business hours for the effective discharge of their duties.
6. Provision of a motor vehicle for official Council use (including class 4 commuter use) in accordance with Council policy and as approved by the Chief Executive Officer. Private use may attract Fringe Benefits Tax.
7. Provision of a mobile phone for work purposes in accordance with Council policy with private calls to be reimbursed where they exceed the monthly plan.
8. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the Local Government Act 2009. The current rate is 9.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Queensland Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.
9. Uniforms and protective clothing are to be provided in accordance with relevant Council policies.
10. Other conditions as per Council's Certified Agreement and the Award where applicable.