

POSITION TITLE: Program Coordinator **POSITION NO:** 2224

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 7 to 8 (dependant on qualifications and experience)

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

REPORTS TO: Manager Water and Wastewater

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

To provide leadership, direction and oversee the operation of Councils Water & Wastewater Construction, Maintenance of Reticulation and Treatment works.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Oversee planned construction activities in Treatment and Reticulation ensuring these are undertaken in accordance with accepted standards.
2. Ensure staff are provided with all relevant documentation required to meet legislative, safety and customer requirements and comply with Council's policies and procedures.
3. Monitor the performance of the work teams to ensure that performance targets are being achieved and take remedial action where required.
4. Liaise with the Manager Water & Wastewater for any equipment or asset replacements.
5. Identify, assist planning and coordinate capital works relating to the successful operation of Council's water and wastewater treatment plants, bulk supply infrastructure, reservoirs, pump stations and dosing facilities as required.
6. Maintain adequate understanding of operational and legislative requirements for Water and Wastewater section to assist and provide relief to the Manager Water, Wastewater when required.
7. Ensure monthly, quarterly and annual water and wastewater quality reports are prepared to assess the operational performances of the water and wastewater treatment systems.
8. Initiate the removal of poor performing direct reports from the role (within South Burnett Regional Council's protocols on fair treatment and natural justice.)
9. Ensure that on call staff are adequately trained (via completion of the competency check list) to deal with most likely problems and that a system is in place to provide phone assistance or resources should the need arise
10. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualification in a relevant field (Engineering, Business, Management/ Leadership), or demonstrated equivalent experience.
- Minimum requirement of a current C Class driver’s licence.
- General Safety Induction for Construction Worker Certification (White Card).
- RPEQ membership or eligibility to obtain would be highly regarded.

5. KEY SELECTION CRITERIA

1. High level of technical and operational knowledge of water supply and sewerage operations and associated maintenance activities.
2. Ability to develop, implement and re-define works programs and annual service plans to meet corporate objectives and targets, with a good understanding of current standards, processes and procedures that relate to water and wastewater.
3. Ability to interpret water quality information, investigate and assess quality and operational issues with water and wastewater treatment and supply.
4. Demonstrated leadership capability, including the coordination of effective work teams, and ability to act independently and solve problems quickly and decisively at all times, exercising good judgements and technical skills.
5. Well-developed oral and written communication skills with demonstrated research and analytical skills.
6. High level of keyboard and computer skills with sound working knowledge of the MS Office Suite and ability to use corporate and financial software systems.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council’s Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Councils procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council’s risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure:	Signature: 