

POSITION TITLE: Supervisor Networks and Projects **POSITION NO:** 2240

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 3

CERTIFIED AGREEMENT: Officers **AWARD:** QLGA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

SECTION: Water and Wastewater Operations

REPORTS TO: Overseer Water and Wastewater (South)

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

To provide leadership, direction and supervise the operation of Council's Water and Wastewater maintenance works for reticulation.

2. KEY RESPONSIBILITIES

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

1. Accountable for ensuring your team conducts the operation of council's Maintenance/Projects program in accordance with standard operating procedures.
2. Accountable for ensuring your team inputs daily recordings of all required data and testing on the required internal plant log sheets, maintenance management plans as well as any online log sheets.
3. Supervise Maintenance program to ensure schedule completion.
4. Supervise and compile planned Maintenance/Projects activities in Treatment and Reticulation ensuring these are undertaken in accordance with accepted standards.
5. Ensure staff are provided with all relevant documentation required to meet legislative, safety and customer requirements and comply with Council's policies and procedures.
6. Monitor the performance of the work teams to ensure that performance targets are being achieved and take remedial action where required.
7. Liaise with the Overseer for any equipment or asset replacements.
8. Maintain adequate understanding of operational and legislative requirements for Water and Wastewater section to assist and provide relief to the coordinator when required.
9. Initiate the removal of poor performing direct reports from the role (within Council's protocols on fair treatment and natural justice).
10. Ensure that on call staff are adequately trained (via completion of the competency Onboarding 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.
11. Actively pursue a positive organisational culture and initiate performance management as required.
12. 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 including participation in on-call roster on rotational basis.
- Level of fitness required to undertake a broad range of physical tasks.
- Working outdoors in hot conditions.
- Immunisation injections will be required for this position (Tetanus, Hepatitis A and B).

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Certificate III in Water and Wastewater (Operations or Treatment) or other equivalent field (e.g., Plumbing) with relevant experience and competence to perform the duties.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- A Trade qualification (Fitter, Plumbing) (desirable).

5. KEY SELECTION CRITERIA

1. Demonstrated leadership capability, including the supervision of effective work teams.
2. High level of technical and operational knowledge of water supply and sewerage operations and associated maintenance activities.
3. Ability to develop, implement and re-define works programs and annual service plans to meet corporate objectives and targets.
4. A good understanding of current standards, processes and procedures as they relate to water and wastewater.
5. Ability to act independently and solve problems quickly and decisively at all times, exercising good judgements and technical skills.

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 Council's 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: Aaron Meehan	Signature: 