Position Description

POSITION TITLE	Supervisor Networks and Projects	**POSITION NO.**	2750
EMPLOYMENT TYPE	Permanent Full Time		
CLASSIFICATION	Level 3		
CERTIFIED AGREEMENT	Officers	**AWARD**	QLGIA
DEPARTMENT	Infrastructure		
BRANCH	Water and Wastewater		
SECTION	Water and Wastewater Operations		
REPORTS TO	Overseer Water and Wastewater (North)		
LAST REVIEWED DATE	October 2026		

HONESTY **RESPECT** **ACCOUNTABILITY** **INTEGRITY** **UNITY**

Join one of the largest employers in the South Burnett region, maintaining offices and depots in Kingaroy, Nanango, Wondai, Murgon, Proston and Blackbutt.

South Burnett Regional Council recognises our role in service provision to ratepayers and the public, placing customer satisfaction at the forefront of all processes. In order to maximise efficiency in service provision, the organisation is structured into three (3) main service areas:

- Executive Services
- Infrastructure
- Finance & Liveability

The South Burnett Region is uniquely positioned to offer lifestyle and employment opportunities that other regions can only envy. The South Burnett region covers a geographical area of approximately 8,400 km2 and is home to 32,500 people. The close-knit communities with many towns less than 15 minutes from each other, deliver services normally associated with larger populations. Natural surrounds and a rolling landscape give the region a relaxed atmosphere. An array of services, retail and events can be found across the region, along with high quality educational, medical and recreational facilities. All this, while being tantalisingly close to Brisbane and the Sunshine Coast.

Primary Role

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

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 Overseer 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

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)

Academic, Trade Qualifications and other Licences

- 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)

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

Council employees will comply with health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan.

Council employees will also comply with: -

- Their health and safety duties as stated in Council's policies and procedures
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons

Customer Service

Council employees 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, Council employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure	Signature: 