

Supervisor – Water and Wastewater

Burdekin Shire Council is currently seeking applications for a Supervisor within Water and Wastewater to provide planned and responsive construction and maintenance services for water distribution and wastewater collection systems.

The Position

The key responsibilities include:

- Manage, supervise and control planned construction and responsive network maintenance activities to ensure Council meets its adopted WWW Customer Service Standards.
- Provide supervisory oversight to employees under your control to locate, repair, replace or install new pipes, joints, fittings, meters on water services in roadways, footpaths and easements.
- Review requirements for programmed maintenance of water assets including mains flushing, air scouring, leak detection, valve exercising, fire hydrant location, identification and operation.
- Installation and maintenance of backflow prevention devices.
- Respond, investigate and repair water mains, reporting any adverse contributing factors such as asset condition or reliability.

The Person

The successful applicant will possess the following attributes at a minimum:

- Qualifications as a Licensed Plumber/Drainer.
- General Construction Induction White Card.
- Backflow Prevention Certification.
- Extensive experience in the maintenance of water and wastewater infrastructure.
- Demonstrated knowledge of distribution system management for the delivery of safe water to customers.
- Minimum of a current “C” class driver’s licence.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$81,912pa) with the commencing salary dependent upon the skills and experience of the successful applicant

Applications for **20/02 – Supervisor – Water and Wastewater** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – employment@burdekin.qld.gov.au
- Mail to – Confidential Application No. 20/02, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 28 January 2020 at 5.00pm.

For further information regarding this position please contact the Manager Operations – Wayne Saldumbide or Project Engineer – Callan Paige on (07) 4783 9800.

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It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Qualifications as a Licensed Plumber/Drainer.
2. General Construction Induction White Card.
3. Backflow Prevention Certification.
4. Extensive experience in the maintenance of water and wastewater infrastructure.
5. Demonstrated knowledge of distribution system management for the delivery of safe water to customers.
6. Minimum of a current "C" class driver's licence.

Desirable

1. Experience or understanding of asset maintenance systems and practices.
2. Confined space certification.
3. Certificate III in Water Operations or the ability to complete within 12 months of enrolment.
4. Working knowledge of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and Council WHS Management System - Safeplan.

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Position Number	30042
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 4
Reports To	WWW Coordinator – Network Operations
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Provide effective and efficient planned and responsive construction and maintenance services for water distribution and wastewater collection systems in order to meet Council and customer requirements for:

- water supply safety and reliability to customers;
- reliable collection and transportation of wastewater to treatment facilities;
- maintaining and enhancing the condition of Water and Wastewater assets through the effective planning, coordination, supervision and execution of Councils water supply leak detection and wastewater sewer inspection and sewer smoke testing programs;
- efficient organization and co-ordination of work teams, materials, plant and equipment
- ensuring safe and environmentally compliant work practices

Key goals include continuous operational improvement, change management, and training and development of employees, whilst contributing to a positive working environment in the Water & Wastewater (WWW) Section.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Manage, supervise and control planned construction and responsive network maintenance activities to ensure Council meets its adopted WWW Customer Service Standards.
- Provide supervisory oversight to employees under your control to locate, repair, replace or install new pipes, joints, fittings, meters on water services in roadways, footpaths and easements.
- Review requirements for programmed maintenance of water assets including mains flushing, air scouring, leak detection, valve exercising, fire hydrant location, identification and operation.
- Installation and maintenance of backflow prevention devices.

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- Coordinate planned sewer infrastructure inspections including CCTV recording and provide captured data to the Council Asset Management Unit for future capital project consideration,
- Supervise and coordinate proactive sewer maintenance activities to minimise sewer inflow/infiltration.
- Respond, investigate and repair water mains, reporting any adverse contributing factors such as asset condition or reliability.
- Investigate and un-block or repair choked or damaged sewers, reporting any adverse contributing factors such as asset condition or reliability.
- Ensure the location of new or modified services are captured and included in GIS mapping system.
- Provide leadership, communication, team development and encouragement to facilitate understanding and achievement of objectives.
- Assist the WWW Coordinator – Network operations in developing and reviewing procedures to continually improve operational efficiency and legislative compliance within the Section.
- Manage staff performance by providing on the job training, mentoring and feedback on the performance of operating staff.
- Provide leadership to the operational teams.
- Contribute to the development of business objectives and key performance indicators.
- Contribute to the identification, design and delivery of future capital works.
- Generate reliable cost estimates for WWW network property connections and future capital works.
- Manage inventory holdings of spare pipes, valves, fittings and repair clamps required to ensure Customer Service Standard network repair response times are achieved.

Position Requirements**Knowledge**

- Sound knowledge of distribution system management for the delivery of safe water to customers.
- Sound knowledge and understanding of asset maintenance systems and practices.
- Knowledge of materials and fittings for water and wastewater reticulation, their purposes and limits.
- Knowledge of construction and maintenance practices for water and wastewater reticulation.
- Working knowledge of the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and Council WHS Management System - Safeplan.
- Understanding of customer focus in Council operations.
- Working knowledge of Environmental Protection Act
- Sound knowledge of SWIM Local and SkyTrust software applications.

Skills

- Strong customer service skills.
- Sound decision making and leadership skills.
- Sound communication and interpersonal skills.
- Sound computer skills including Microsoft Office applications.
- Strong literacy and numeracy skills.
- Interpret construction plans and specifications.
- Measure and calculate fills for minor excavations. e.g. stabilised sand fill.

Abilities

- Ability to supervise employees.
- Ability to plan work and complete within agreed time frames and costs.

Other Requirements

- Possession of immunisation record for Hepatitis A and Hepatitis B.

Experience and Qualifications

- General Construction Induction White Card.
- Qualifications as a Licensed Plumber/Drainer/Backflow Prevention Certification.
- Minimum of a current “C” class driver’s licence.
- Certificate III in Water Operations.
- First Aid Certificate.
- RIIWHS202D – Enter and Work in Confined Spaces.
- Safe Working Near Electrical Lines Certificate.
- RIICCM202D – Identify, Locate and Protect Underground Services.
- Extensive experience in the maintenance of water and wastewater infrastructure.
- Experience in determination of services locations and service protection.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises subordinate employees or works in a specialised field.

Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.

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- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues
- Actively listen

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever

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changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.