



Croydon Shire Council

Position Description

Position Title	Water and Town Infrastructure Supervisor
Department	Works
Award	Queensland Local Government Industry Award - State 2017
Award Classification	Stream A Division 2, Section 1 - Level 6 (From \$1,440.00 weekly (\$39.72 per hour –) plus relevant allowances - depending on qualifications, skills and experience
Position Type	Full Time - 36.25 hours per week – 3 Year term
Reports To	Works Manager

Position Objective

To provide effective services in the treatment of water by efficient operation and maintenance of the Croydon Water Treatment Plant including pumping station and associated infrastructure, whilst providing leadership and mentoring for additional plant operator/s.

Assist with maintaining Croydon Shire Council's Buildings and Town Infrastructure, including open spaces, whilst keeping in line with the heritage and historic values of the shire.

To provide leadership and hands-on management to a diversity of staff conducting duties relating to urban infrastructure operation and maintenance activities to ensure the provision of safe, reliable and sustainable infrastructure and facilities.

Duties and Responsibilities

Water Operations (0.3 FTE)

- Support the Water Treatment Plant operator to provide a source of expertise concerning the operation and maintenance of the water supply scheme.
- Oversee the water supply scheme to ensure it operates efficiently and effectively, providing bacterially safe water and a reliable supply from the water supply system.
- Operation of existing treatment systems to ensure compliance with both health and aesthetic guideline values under the Australian Drinking Water Guidelines.
- Assist in the efficient and effective maintenance and repair of the water reticulation system, plant, equipment and associated assets.
- Satisfy the needs of the Croydon Shire Council, Council's Customers, Queensland Water Regulator, Queensland Health and operate in accordance with the Australian Drinking Water Guidelines.
- Complete all relevant administrative functions including the recording of daily/weekly operational monitoring, new water connection works and monthly reports.
- Assist in the construction and planning of any new mains extensions and reticulation works.
- Develop preventative and routine maintenance plans and procedures.



- Undertake meter readings and identify meters that require replacement.
- Comply with all Government regulations and requirements in regard to the operations and maintenance of the treatment plant, distribution and collection systems, and other facilities.
- Assist with the monitoring of drinking water quality at the treatment plant along with selected sample sites across the network as well as carry out water sampling program to ensure water samples are bacterially and chemically satisfactory.
- Work with Council's IT Officer to ensure an effective communications network within the water section.
- Maintain an adequate supply of spare parts and chemicals.
- Monitor repairs to equipment to ensure they are satisfactorily completed, and that equipment operates correctly.
- Assist in the development of maintenance programs for plant and equipment within the water section.
- Report issues to and liaise with Council's Works Manager, contact relevant third-party bodies as needed and appropriate regarding water quality issues such as Cairns City Council Water Laboratory, Queensland Health, and the Queensland Water Regulator.
- Actively contribute to the Quality Assurance of the water supply.
- Participate in 'on-call' including afterhours and weekends.
- Participate in water reporting requirements including KPI's, assistance from the works administration officer will be available.
- Participate in Drinking Water Quality Management Plan reviews and requirements, assistance from the works administration officer will be available.
- Be actively involved in external audits, as required

Urban Infrastructure Coordinator (0.7 FTE)

- Provide direction and hands-on leadership to trades staff, gardeners, labourers and other staff associated with town maintenance.
- Carry out a variety of manual tasks associated with Council's undertaking which may include but are not limited to small concrete and drainage works, horticulture activities, operation of hand-held mechanical power tools etc.
- Exercise trade and non-trade skills, using various materials and specialised techniques, relevant to the specific requirements of Council.
- Work from instructions and procedures.
- Estimating man hours and materials as required for specific jobs.
- Coordinate the cleaning and associated requirements for Private Hire of Council Facilities
- Preparation and maintenance of open space areas, parks, gardens, reserves, facilities, streetscape, footpaths and landscaped areas to ensure a high level of beautification and finish, that is safe and attractive. This includes general gardening, weed spraying, planting and pruning.
- Care of the heritage buildings and liaising with the tourism department on heritage matters.
- Identify, control and treat weeds, both manually and with chemical control.
- Undertake minor landscaping work as required.
- Maintain automatic water systems.
- Allocated tasks are completed in a professional and efficient manner.
- Ensure all plant, including small plant and equipment, is operated safely, effectively, efficiently and within manufacturer's guidelines, Council policies, practices and work instruction.
- Ensure daily maintenance and inspection records of plant & equipment are completed.
- Carry out airport inspections and maintenance.



General Responsibilities

- Participating in annual budget preparation including estimating and programming.
- Participate in an on-call and call-out roster
- Supervise and mentor other staff
- Responsible for planning the weekly work program with staff, taking into account duties in accordance with annual maintenance schedule.
- Operate and maintain the water plants at the community swimming pool and Caravan Park swimming pool to ensure efficient and effective operation.
- Monitor contractor works and performance at council assets within the township as required.
- Hold a current qualification and be competent in confined spaces entry and working at heights
- Provide the highest level of customer service by following through and appropriately documenting customer requests and providing the appropriate response in consultation with Works Manager.
- Ensure all corporate information created or received is accurately recorded in Council's Records Management System in accordance with approved policies and procedures.
- Maintain confidentiality, integrity and security of Council's records and corporate data.
- Undertake and successfully complete training deemed essential for the position.
- Work effectively in a team environment and provide assistance within other areas of Council as required.
- Ability to actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
- Refer matters that may impact on the business, Council and employees to your Manager.
- Undertake other duties as directed, consistent with skills, competence and training.

Corporate Responsibilities

Projects

- The specific projects set out in your **Performance Agreement** are in addition to those general responsibilities set out in this Position Description.

Policy and Procedural Responsibilities

- Be aware of, and act in accordance with all council policies and procedures. Always maintain confidentiality.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice, and Council policies, procedures and guidelines. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.



General

- Subject to prior approval by management, all employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

- A sound knowledge of and ability to operate a Direct Filtration Package Water Treatment Plant with a 1ML per day capacity, would be advantageous.
- Detailed knowledge of procedures and operations of water and wastewater activities as they relate to Local Government.
- Knowledge of relevant legislation applicable to water and wastewater.
- Knowledge of relevant legislation applicable to Local Laws or the ability to acquire such knowledge.
- Ability to operate under limited direction and supervision.
- High level of interpersonal and communication skills.
- Sound level of numeracy and literacy skills.
- Be self-motivated and have good time management, planning and organisational skills.

Key Performance Indicators (KPI's)

- Quality of work performed
- Allocated tasks and responsibilities are completed consistently within agreed timeframes and budgets.
- Support Apprentice and Trainee staff.



- Compliance with Croydon Shire Councils Work Health and Safety Management System, including policies, procedures, standards and work instruction.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation
- Maintain at a minimum a current Queensland 'C' Class Drivers Licence.
- Supervisor experience highly regarded.

Selection Criteria

- Demonstrated experience and competence in water operations.
- Certificate III Water operations or equivalent would be preferred but not essential
- Qualified plumber or other relevant trade with transferable skills and knowledge.
- Sound level of experience in working with SCADA and Telemetry systems
- Experience in operating water treatment plant
- Experience in using SWIM local program
- Ability to analyse problems, make sound decisions and exercise good judgement
- Qualified with 1-2 years' experience in plumbing industry, preferably Local Government but not essential
- High level of interpersonal and communication skills both within the workforce and in providing customer service
- Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____ Date ____/____/____

Chief Executive Officer: Jacqui Cresswell

Chief Executive Officer Signature _____ Date ____/____/____