

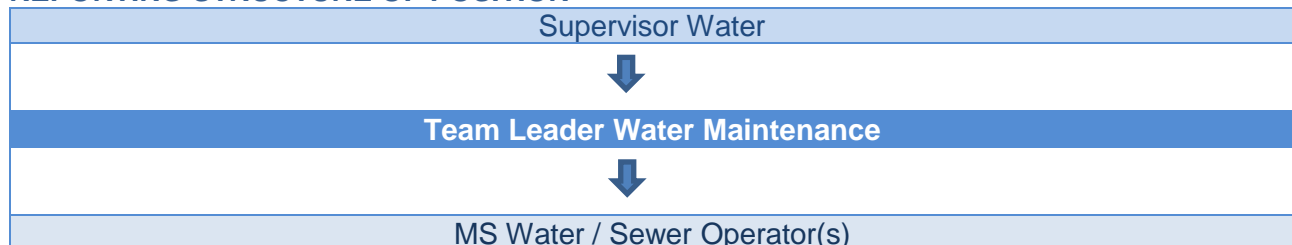
Position Description

Position Title	Team Leader Water Maintenance
Position Code	ENG020
Department	Engineering
Division	Water
Reports To	Supervisor Water
Direct Reports:	varied work teams
Position Classification	Administrative/Technical/Trades Band 2, Level 2
Position Status	Full-time
Allowances	On-call Allowance (When working in an on-call capacity)

SPECIAL CONDITIONS

Incumbents will be required to participate in an on-call rotating roster as well as after-hours work as required.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to lead the water reticulation and maintenance team to undertake duties including the maintenance, repair and installation of water reticulation systems ensuring safe and reliable high quality water distribution to the Forbes community.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Organise and carry out routine operation and scheduled works on water mains, services, water meters and other associated water assets such as valves, hydrants and backflow prevention devices.</i>	<i>50%</i>
<i>Organise and carry out emergency maintenance work on water mains, services, water meters and other associated water assets.</i>	<i>20%</i>
<i>Administration including completing weekly maintenance and operational reporting on works and WHS documentation.</i>	<i>15%</i>
<i>Undertaking meter reading as required</i>	<i>5%</i>

<i>Undertake a range of testing on the water reticulation, including flow, pressure and water quality testing</i>	5%
<i>Professional development including reading and participating in training as required.</i>	5%

POSITION RESPONSIBILITIES

- Lead and coordinate Council's Water Reticulation Maintenance Services in consultation with the Supervisor Water and the Manager Water and Sewer;
- Carry out water reticulation maintenance and emergency work as required in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards including the construction of water mains and fittings as required;
- In consultation with the Supervisor Water, coordinate a range of activities to effectively support the water reticulation maintenance activities whilst ensuring they are undertaken consistent with established work quality outcomes;
- Lead, guide and mentor staff to undertake all water reticulation maintenance activities whilst ensuring appropriate work practices are followed;
- Perform water reticulation and operation maintenance activities in a safe manner as required in compliance with relevant laws, standards, Council policy and having regards for the safety of the public, road users and other employees;
- Implement site safety including implementation of approved traffic control plans, signage, barriers etc.;
- Undertake the completion of administration duties when required on site including:
 - Verify contractors have appropriate tickets and licences;
 - Ensure all employees and contractors have valid 'confined spaces entry permits';
 - Undertake "Dial before you dig" service and utility location prior to the commencement of works;
 - Ensure appropriate TCP's are in place prior to the commencement of work;
 - Ensure appropriate Speed Zone Authorities (SZA) are in place prior to the commencement of work;
 - Completion of plant sheets prior to the commencement of work;
 - Completion of risk assessments prior to the commencement of work;
 - Undertake all site inductions as required;
 - Complete daily worksheets as required;
 - Ensure development and compliance with SWMS;
 - Lead Tool Box talks on worksites.
- Operate plant and equipment in an efficient and safe manner as required in compliance with relevant laws, standards, Council policy and having regard for the safety of the public, road users and other employees including inspections prior to, during, and at the completion of use to identify any mechanical problems or potential issues whilst ensuring that Council's Workshop Foreman is notified if repairs are required;
- Undertake daily plant and equipment servicing and maintenance in accordance with Council procedures and manufacturing guidelines;

- Investigate service complaints and evaluate the repairs and/or relevant action with the aim of maintaining Council's assets, budget expenditure and customer health;
- Perform water meter readings and undertake restriction and/or termination of consumer services as directed;
- Install consumer services and meters as required to Council and industry standards;
- Ensure quantities of essential equipment and supplies are monitored to ensure the smooth operation of the water reticulation activities;
- Assist the Supervisor Water with the ordering of supplies to ensure the smooth operation of water reticulation activities;
- Apply specialist knowledge in water reticulation activities to ensure quality outcomes;
- Ensure weekly maintenance and operational reports where required are completed in a timely, professional standard;
- Carry out emergency maintenance works including labouring work as required;
- Regular reporting and liaising with the Supervisor Water and the Manager Water and Sewer to ensure the objectives of the position and Council are met;
- Ensure contractors working on Council projects are compliant with Council policies and procedures as well as ensuring compliance with tickets and licences;

Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment;

performance management and conducting performance reviews and the promotion of learning and development;






- Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Water and Sewer	Direction, guidance and mentoring
Water Engineer [Graduate]	Direction, guidance and mentoring
Supervisor Water	Direct Supervisor
Supervisor Quality and Compliance	Support and Guidance where required
Team Leader Water Filtration Plant	Support, guidance and mentoring as required
Team Leader Water and Sewer Projects	Support, guidance and mentoring as required
Team Leader Sewer Treatment Plant	Support, guidance and mentoring as required
Water Team	In the delivery of reticulation works and projects
Works Team	In the delivery of projects and works

People and Strategy Department	Support and guidance in the area of HR, WHS and IT
Council Staff	Support and guidance as required
External	
Business Community, Community Members,	In the delivery of reticulation works and projects
Contractors	In the delivery of works and projects
Authorities / Government Departments	DPI, NSW Office of Water, NSW Department Commerce (Public Works), SafeWork

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Adept
	Think and solve problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Certificate III Water Industry Operations – Mains Maintenance and Service;
- Knowledge of Backflow Prevention;
- C-Class Drivers Licence.
- WHS Construction Induction Card (White Card);

Essential tickets or the ability to obtain

- HR Licence (MR Licence minimum);
- Forklift Ticket;
- Demonstrated competency and experience in the following plant operations:
 - Backhoe;
 - Excavator;
 - Skidsteer.
- RMS Certification – Traffic Controller;
- RMS Certification – Implement Traffic Control Plans;
- Asbestos Handling and Awareness Training;
- Asbestos Removal;
- Confined Spaces Certification;
- Working at Heights;
- Protect underground Services;
- Working Safely near Electrical Apparatus;
- Trench Support;

Experience

- Minimum of 3-5 years' experience in water reticulation operations;
- Knowledge and demonstrated experience with backflow prevention;
- Demonstrated commitment to safety and best practice principles and guidelines;
- Commitment to providing high quality levels of customer service;
- Demonstrated high level communication skills with the ability to effectively communicate within your team and management;

Desirable

- Certificate III Plumbing;

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Fully fitted Water Reticulation van;
- Mobile Phone (work use only);
- Mobile Tablet + Cradle (fitted to vehicle);
- Man Down Pendant (remote work);
- Plant including:
 - Backhoe;
 - Excavator (5 Tonne);
 - Skidsteer with attachments.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No