

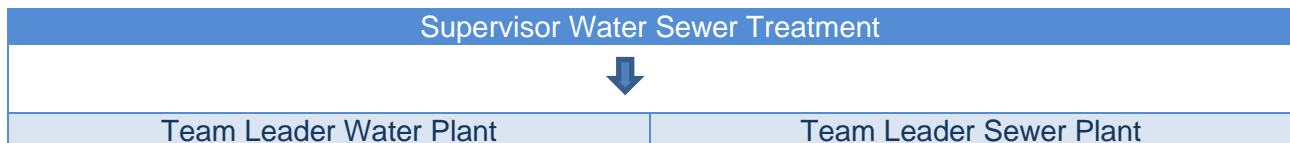
## Position Description

<b>Position Title</b>	<b>Supervisor Water Sewer Treatment</b>
Position Code	ENG079
Department	Engineering
Division	Water and Sewer
Reports To	Manager Water and Sewer
Direct Reports:	2
Position Classification	Administration / Technical / Trades Band 2, Level 3
Position Status	Permanent, Full-time
Allowances	Nil

### SPECIAL CONDITIONS

Some out of hour's work may be required to successfully undertake the duties of this position. This will include but not limited to participating in a rotating on-call roster and potential out of hours work as part of Council's Supervisor responsibilities. On these occasions, you will be paid in accordance with the Local Government (State) Award.

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support the Manager Water and Sewer and Team to ensure treated water and sewer quality compliance with legislative and regulatory requirements. The role will oversee, coordinate and report on the operation and maintenance of the water and sewer treatment plants. This role will be responsible for managing operational and capital projects at the water and sewer treatment plants ensuring current and future goals as outlined in the Community Strategic Plan are achieved.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Manage coordinate and report on the operation and performance of the Water and Sewer Plants meeting all regulatory and legislative requirements.</i>	45%
<i>Review, coordinate and manage capital and operational projects at the water and sewer plants, providing technical support and project management duties to enable projects to occur on time and within budget.</i>	30%
<i>Provide mentoring and technical support to water and sewer treatment plant operators</i>	15%
<i>Ongoing mentoring and training to remain current with all legislation, upcoming changes within the regulatory space and best practice within the industry</i>	10%

## **POSITION RESPONSIBILITIES**

- In conjunction with the Water Sewer Engineer review and report on all treated water and sewer quality, ensuring non-compliant results are immediately investigated and reported. Including reviewing long-term trends of data to find inconsistencies.
- Undertake investigations to determine efficiencies and cost saving opportunities within the treatment process.
- Provide supervision, guidance, and mentoring to the water and sewer treatment plant operators.
- Work with the Water team to update the Drinking Water Management Plan (DWMP) and further develop emergency response documentation to ensure all alarms are responded to in the appropriate fashion and within the required period.
- In conjunction with the Water Sewer Engineer complete the annual Drinking Water Audit Report.
- Complete the annual reports to EPA and DPE for water and wastewater.
- Coordinate maintenance and capital projects to improve plant operation and longevity (in line with Council's long-term capital plan) including liaising with contractors and managing contracts.
- Assist in the monitoring and review of Council's water supply, wastewater and trade waste to ensure compliance with all statutory requirements and best practice guidelines, including developing protocols for the WTP analysers and SCADA to ensure a high level of security of water supply and water quality.
- Provide high level assistance in the preparation, review, implementation and management of the operational and maintenance programs for water supply, wastewater and trade waste.
- Investigate and supervise rectification of water and sewer treatment plant process issues when they arise.
- Liaise with industry stakeholders in relation to Council water and sewer treatment plants.
- Continually review the current SCADA setup, including testing all alarms and plant shutdown criteria and document findings and setup information as well as develop procedures to support best practice processes.






## 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, 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
<b>Internal</b>	
Manager Water and Sewer	Direct Supervisor
Supervisor Water	Colleague – Support, direction and guidance
Director Engineering	Support, direction and guidance as required
General Manager	Support, direction and guidance as required
Team Leader Water Plant	Direct Report – Leadership, Support, Direction and Guidance as required
Team Leader Sewer Plant	Direct Report – Leadership, Support, Direction and Guidance as required
Water and Sewer Team	To provide relevant advice and technical support where required
Council Staff	Colleagues
<b>External</b>	
Business Community, Community Members, Government Departments	In the provision of services to Forbes Shire Council
Water and EPA Authorities	Liaison and reporting where required within the scope of ability and Skill
Councillors within the scope of Councils Code of Conduct 'Model'.	In line with Code of Conduct

**POSITION CAPABILITIES**

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



## **PERSON SPECIFICATION**

### **Essential**

- DPI Water and Wastewater Treatment Course (Part 1 and 2).
- Fluoridation Certification.
- Demonstrated operational experience in Water or Wastewater Treatment plants.
- Class C (standard) Drivers Licence.
- WHS Construction Induction Card (White Card).

### **Experience**

- Demonstrated knowledge and experience with SCADA software system.
- Demonstrated commitment to safety and best practice principles and guidelines.
- Proven knowledge of the Australian Drinking Water Guidelines (ADWG), EPA Licencing and relevant legislation and guidelines including knowledge of Forbes' Drinking Water Management Plan (DWMP) and Health requirements.
- Demonstrated high level verbal and written communication skills and the ability to effectively communicate to a diverse audience.
- Ability to review data and make decisions and assessments based on information available.
- Demonstrated ability to work independently using sound judgement or initiative as well as a team environment to effectively achieve goals and outcomes.
- Demonstrated experience in job site planning, organisational skills and contractor management.
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Water industry and Local Government environment.
- Demonstrated high level communication skills in reporting potential process issues to management and relevant authorities (Dept Health, EPA, DPIE etc).
- Demonstrated experience leading a small team.
- Proven experience driving change.

### **Desirable**

- Confined Space qualification.
- Backflow Awareness Certification and Experience.
- Chemical Certification Qualification.
- Trade Waste Experience or Training.
- Mathematics competence and the ability to correctly analyse applied formulas and data.

### **Authority and Accountability**

- Worker level responsibilities regarding WHS Legislation.
- Financial delegation as per Councils delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Vehicle allocated to the position (No private access). This position will have "Take Home Vehicle Use" (THVU)
- Flashing amber light bar fitted to the vehicle.
- Pinpoint and Lone Worker device.
- Mobile Phone.
- Laptop
- Access to REFLECT Software.

## 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:
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## 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