

Position Description

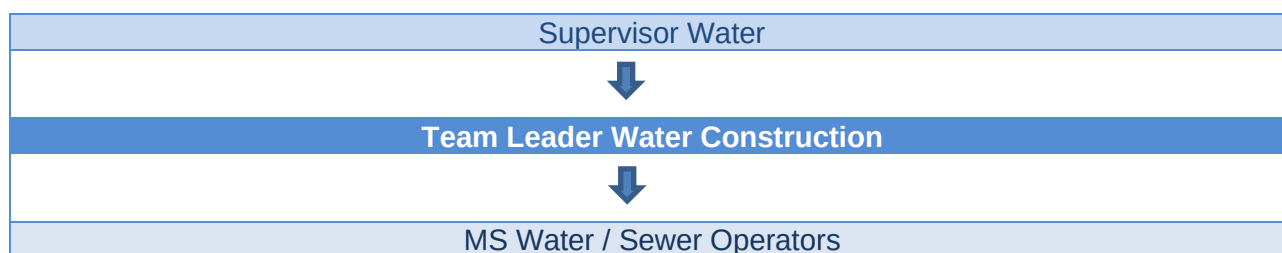
Position Title	Team Leader Water Construction
Position Code	ENG044
Department	Engineering
Division	Water
Reports To	Supervisor Water
Direct Reports:	Varied work teams
Position Classification	Administrative/Technical/Trades Band 2, Level 2
Position Status	Full-time
Allowances	On-call Allowance (when working 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.

Incumbents of this position will be required to undertake vaccination schedules for both Hepatitis B and Q-Fever.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to lead the MS Water Operators to undertake duties including the construction and maintenance of Council's infrastructure in relation to the water and sewer capital projects, including installation of reticulation pipework and connections and larger pumped mains.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Organise and carry out capital project work</i>	<i>80%</i>
<i>Administration including completing weekly maintenance and operational reporting on works and WHS documentation.</i>	<i>15%</i>
<i>Professional development including reading and participating in training as required.</i>	<i>5%</i>

POSITION RESPONSIBILITIES

- At Direction of the Supervisor Water, undertake project management and site activities, including site organisation, ordering, delivery coordination and installation of various water and sewer project, ensuring these are undertaken consistently, safely and ensuring quality work outcomes. These projects and tasks may include:
 - Installation of water reticulation infrastructure including new water mains and services;
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 - Installation of new sewer infrastructure, both gravity and pumped lines;
 - Work within contractors to install new pump stations;
 - Work with supervisor to review design and constructability of new works.
- Undertake repairs on the following:
 - Existing sewer infrastructure;
 - Repairs and maintenance of public toilet located within the shire;
 - Support the maintenance work in relation to water and sewer at the Central West Livestock Exchange – Troughs, truck wash and relevant pumps;
- Lead, mentor and guide staff whilst undertaking capital works in relation to water and sewer reticulation projects to ensure work is in accordance with Australian Standards and the National Plumbing Code of Practice and Council's construction standards, ensuring appropriate work practices are undertaken;
- In consultation with the Supervisor Water, coordinate a range of activities to effectively support the capital works program whilst ensuring they are undertaken consistent with established work quality outcomes;
- In consultation with the Supervisor Water, ensure quantities of essential equipment and supplies are ordered and delivered to ensure the smooth operation of the water/ sewer projects;
- Ensure weekly maintenance and operational reports where required are completed in a timely, professional standard;
- Ensure that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Assist with the maintenance of depot yard and facilities;
- Investigate service complaints and evaluate the repairs and/or relevant action with the aim of maintaining Council's assets, budget expenditure and customer health;
- 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.
- Responsible for ensuring the operation and daily maintenance and servicing for Council plant, equipment and infrastructure ensuring plant and equipment is maintained in accordance with manufacturers' specifications and Council's requirements. This includes but not limited to the completion of:
 - Pre-starts;
 - Plant-sheets;
 - Greasing of equipment;
 - Check oil levels;
 - Cleaning and housekeeping;
 - Ensure appropriate fuel levels at all times;
 - Identification of any mechanical problems or potential issues, ensuring Council's Workshop Foreman is notified if repairs are required.
- Carry out emergency maintenance works including labouring work as required.

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 effected 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
Engineer Water/Sewer [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 Reticulation	Support, guidance and mentoring as required
Team Leader Sewer Treatment Plant	Support, guidance and mentoring as required
Water Team	Support in the delivery of reticulation works and projects
Works Team	Support 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 capital 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 (Reticulation) or able to obtain.
- Certificate III Water Industry Operations (Wastewater) or able to obtain.
- WHS Construction Induction Card (White Card);
- HR Licence (MR Licence minimum).

Essential tickets or the ability to obtain

- Forklift Ticket;
- Demonstrated competency and experience in the following Load Shifting Competency:
 - Backhoe;
 - Excavator;
 - Skidsteer.
- RMS Certification: Traffic Controller and Implement Traffic Control Plans;
- Asbestos Handling and Awareness Training;
- Asbestos Removal;
- Confined Spaces Certification;
- Working at Heights;
- Protect underground Services;
- Trench Support.

Experience

- Minimum of 3-5 years' experience in plumbing or water and sewer reticulation operations;
- Demonstrated commitment to safety and best practice principles and guidelines;
- Commitment to providing high quality levels of customer service;
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Civil Construction industry and Local Government environment;
- 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 Truck relevant for the work duties;
- Mobile Phone (work use only);
- Man Down Pendant (remote work);

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