



## Position Description

<p><b>Position Title</b></p> <p><b>Department</b></p> <p><b>Division</b></p> <p><b>Responsible Sections</b></p> <p><b>Reports To</b></p>	<p><b>Water &amp; Wastewater Manager</b></p> <p>Operations</p> <p>Water &amp; Wastewater</p> <p>Water Operations, Wastewater Operations</p> <p>Group Manager Operations</p>
<p><b>Current Status</b></p> <p><b>Band/Level</b></p> <p><b>Salary Range</b></p>	<p>Permanent Full Time</p> <p>Band 3 Level 4</p> <p>Grade 19; (Entry Level \$1,563.89 to Step 4 \$1,698.22) plus; Civil Liability Allowance; an allowance for reasonable overtime; plus compulsory superannuation. A vehicle leaseback may also be provided.</p>
<p><b>Last Reviewed</b></p> <p><b>File Location</b></p>	<p>December 2011</p> <p>P:/Position Descriptions1: Water and Wastewater Manager</p>
<p><b>Conditions of Employment</b></p>	<p>The employee will work according to conditions provided under the <i>Local Government (State) Award 2010</i> as varied from time to time, and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> <li>* Council's Salary Administration System</li> <li>* Council's Code of Conduct</li> <li>* Equal Employment Opportunity</li> <li>* Equity &amp; Access to Training</li> <li>* Performance Appraisal</li> </ul>
<p><b>Occupational Health and Safety (OHS)</b></p>	<p>The employee who occupies this position must abide by Council's OHS policies and procedures as described in Council's OHS Manual. The employee must participate in the completion of relevant OHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

## Position Summary

The Water and Wastewater Manager is responsible for managing all aspects of Council's Water and Wastewater Division in accordance with Council Strategic, Management, Corporate and Business Plans within legislative and budgetary requirements. Outcomes in all responsible areas must be underpinned by principles of sustainability and Lithgow's position as a Learning City.

## Specific Duties and Responsibilities

The Water and Wastewater Manager is responsible for the effective and efficient operation of:

### Water & Wastewater

- Water Treatment Plant and reservoir operations
- Sewerage treatment plant & pump station operations
- Mains maintenance, replacement and refurbishment
- Plumbing including main repairs, sewer chokes
- Asset identification & audit
- Pumpout services
- Ongoing planning for and management of Water and Wastewater Assets
- Project and Capital Works

In managing the above functions the Water and Wastewater Manager shall:

- Manage and coordinate all aspects of Council's Water and Wastewater Division to ensure the provision of professional cost effective and timely works and services which achieve desired outcomes.
- Promote an outcome based focus in the provision of services and through the review of processes facilitate efficient and cost effective outcomes.
- Ensure all operations within the Division which are the subject of Environment Protection Licences operate within the terms of those licences.
- Ensure all public health requirements are met in the provision of drinking water.
- Develop and maintain Asset Management Systems for all relevant assets and infrastructure.
- Develop and review programs pertaining to Maintenance Service Levels for Assets under the incumbent's control.
- Respond to inquiries from the community in a courteous and timely manner.
- Actively participate in cross Division and Department communication and planning.
- Ensure sustainability principles underpin decisions in all activities.

- Assign responsibilities to team members, gaining agreement on objectives and performance measures.
- Review performance of team members and agree upon action plans for continuous improvement in performance.
- Monitor budget expenditure and prepare progress reports as required by Group Manager Operations.
- Promote the image of Council as courteous, responsive and efficient.
- Ensure team members are provided with training programs which incorporate induction, instruction and continuous personal improvement.
- Implement appropriate corrective actions to address areas of non-performance of systems and/or team members.
- Undertake specific projects as specified by the Group Manager Operations.
- Carry out any other duties as may be necessary and within required positions skills, competence and training.
- Administer contract works in accordance with statutory obligations and Council Policy.
- Utilise appropriate communication and decision making mechanisms with team members and contractors.
- Provide professional advice to the Group Manager Operations including the preparation of reports to Council as required.
- Provide appropriate documentation to facilitate the preparation of Council's plans and reports.
- Ensure work practices and the work environment meet statutory and corporate Occupational Health and Safety requirements.
- Comply with the Code of Conduct, professional ethics and statutory requirements, ensuring probity and ethical behaviour in all dealings.
- Ensure environmental standards and statutory requirements are adhered to in all activities.
- Participate in Team Member recruitment activities as required.
- Participate in Operations Department meetings to plan works, resource allocation and consult on issues with fellow managers.

## Core Duties and Responsibilities

- Attendance at Council meeting and public meetings as required
- Comply with Council's Code of Conduct, Professional Standards and Statutory requirements, ensuring proper and ethical behaviour at all times.
- Provide professional advice to the Group Manager of Operations and the Executive Group as required.
- Initiate and resolve all correspondence with the agreed turn around times
- Create and perform duties in accordance with a Performance Agreement developed with the approval of the Group Manager Operations.
- Create programs and strategic plans that include and maximise Council's Learning City status.
- Act as Group Manager during periods of absence including representation at Council and Executive Management meetings when directed by the Group Manager Operations or General Manager.
- Prepare reports for Council and Council Committees as required.
- Occupational Health & Safety Management Responsibilities
- Provide Leadership and Support.

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries in a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe
- Operate Office Equipment
  - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
  - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks;
  - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Occupational Health and Safety Supervisor Responsibilities
  - Ensure all appropriate actions are taken to assist with the implementation of the Health and Safety Policy, procedures to satisfy legislative requirements through the promotion of, and conformance with, Council policies and procedures.
  - Ensure regular monitoring of Health and Safety performance in the area of responsibility by conducting workplace inspections, developing a hazard register, holding regular team meetings and by use of the hazard reporting process.
  - Commitment to OHS by visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections
  - Undertaking accident/incident investigations of area of responsibility.

- Liaising with Health and Safety representatives in relation to workplace OHS Issues.
  - Improve health and safety performance where results and feedback indicate need.
  - Provide new employees with OHS induction training specific to the position or work area.
  - Facilitate rehabilitation for injured employees by co-operating with Council's Return to Work Program.
  - Ensure employee awareness of Health and Safety management systems and specific workplace hazards by regularly documented meetings with staff and through conducting random inspections to ensure that correct Health and Safety procedures are being implemented by staff.
  - Provide a clear definition, in writing, of all work procedures and provide to staff with explanation.
  - Assist with the development of health and safety procedures for area of responsibility where required.
- Provide 'On-the-Job' Training
    - Provide Information Overview of Work Area
    - Prepare for Training
    - Deliver Training
    - Review Training
  - Provide Leadership and Support
    - Maintain Staff Performance
    - Maintain a Team Environment
    - Address Work Issues
    - Enhance Communication
    - Undertake Annual Staff Appraisals
    - Problem Solving
  - Recordkeeping Responsibilities
    - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
    - Prioritise and complete allocated Recordkeeping activities

## **Supervisory Responsibilities**

This position directly supervises the following positions;

- Water and Sewer Engineer
- Project Engineer
- Project Engineer (Contract period)
- Supervisor Plant & Pumping Stations
- Supervisor Reticulation Networks

## Signatures

I agree to the requirements of this Position Description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group Manager

\_\_\_\_\_  
Date

## Selection Criteria

### Essential

- Class C Drivers Licence
- Tertiary qualifications at the degree level in Civil Engineering, Environmental Engineering or related discipline, or equivalent experience.
- Experience in managing and leading a team of staff to achieve desired outcomes.
- Excellent written and verbal communication skills.
- Comprehensive knowledge and understanding of the OHS Act and associated regulations including the development and implementation of OHS Risk Management Procedures.
- Thorough understanding of Local Government legislation applicable to the position.
- Demonstrated competency in understanding and complying with statutory requirements including, but not limited to, Environment Protection licences and Development Consent conditions.
- Experience in managing water and sewer assets and ability to meet relative statutory requirements.
- Competent in use of personal computer including Microsoft Project or similar.

### | Desirable

- Tertiary qualifications in management
- Strategic Planning experience
- Demonstrated ability to deal with external authorities such as the Department of Environment & Climate Change (EPA), Department of Natural Resources & Sydney Catchment Authority.
- Detailed knowledge of technical specifications, project scheduling techniques, project cost estimating and control, tendering processes, quality assurance and control and management of contract services.