

POSITION TITLE	Coordinator Water & Waste Programs
DEPARTMENT	Infrastructure Services
GROUP	Water & Waste
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 7
REPORTS TO	Manager Water & Waste

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of capital works and major operational works programs for Council.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

Position Summary

This position provides support to the Manager Water & Waste in planning and implementing operational and capital programs in the water, wastewater and resource recovery group. The position will provide a high level of coordination, technical advice, oversight and guidance to ensure water, wastewater and resource recovery assets are adequately maintained, renewed and upgraded, with an emphasis on increasing efficiency, continuous improvement and achieving Council objectives.

Key Responsibilities

- Coordinate the planning and delivery of maintenance, replacement and upgrade programs for Council's water, wastewater management and resource recovery assets to ensure service standards are achieved for SCADA upgrades, pump station servicing and upgrades, water hydrant and valve replacement programs, water main scouring programs and sewer relining programs
- Record, monitor and analyse condition assessments, defect and reactive maintenance data, programmed works and other information within Council's infrastructure asset registers with particular focus on asset deficiencies for the identification and optimisation of operational improvements and future renewal and upgrade works
- Undertake research to identify potential design options, prepare written technical reports and prepare programs of work and cost estimates for inclusion in operational and capital works forward planning
- Undertake procurement, contract management, administration and reporting for operational, infrastructure maintenance and capital works programs delivered by contractors to ensure specifications and standards are met

- Provide technical support to the Supervisor Water Treatment and Supervisor Water Reticulation for infrastructure maintenance and capital works projects delivered by internal staff
- Liaise with internal and external stakeholders to facilitate efficient and effective completion of common projects
- Provide strategic and technical advice to assist with the development, review and implementation of Council's asset management sub-plans and Local Government Infrastructure Plan for water, wastewater management and resource recovery assets, including preparation of 10-year renewal and upgrade programs
- Perform hydraulic analyses of water and wastewater supply systems to identify improvement opportunities, mitigate risks and increase overall operational efficiency
- Assist with the development and maintenance of appropriate specifications, standards and operational procedures for Council's water and waste assets
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Ability to identify and analyse complex problems by reviewing relevant information and applying critical thinking to develop and evaluate options and implement solutions
- Demonstrated experience in the management of water and waste programs or related projects
- Detailed knowledge of applicable legislation and industry standards as well as the procedures and operations of water and waste activities as they relate to a Local Authority
- Strong communication and negotiation skills with the ability to clearly explain, actively listen and ensure communication and comprehension of complex issues
- Effective interpersonal skills with the ability to take direction and build respectful, professional relationships with all stakeholders including industry clients, the public and Council staff
- Computer literacy with databases, GIS software and spatial analysis tools and Windows based systems, including spreadsheets and project management software

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C Class driver's licence
- Tertiary qualifications in a related field with a further five (5) years' relevant experience
- Experience in developing and implementing operational and capital programs relevant to water, wastewater and/or resource recovery

Desirable

- Demonstrated knowledge of the statutory and policy drivers relating to the management of water and waste in Queensland and Australia
- Proven experience in the management of water and waste programs or related projects
- Experience in procurement processes and contract management for water and waste services

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WHS Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by a Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
INCUMBENT NAME		SIGNATURE	
SUPERVISOR NAME		SIGNATURE	