

# Position Description



Position Title	Team Leader Water & Wastewater Civil Maintenance
Department	Operations
Reports to	Supervisor Water & Wastewater Operations Cooma
Grade	7
Date reviewed	July 2020

## Primary Purpose

Support the delivery of water and wastewater services and projects undertaken across the Snowy Monaro Regional Council's Local Government Area ensuring delivery of outputs in an efficient, effective and safe manner.

The Team Leader Water & Wastewater Civil Maintenance is responsible for Team Leader duties associated with Water and Wastewater Services including, but not limited to the direction and leading of team members in carrying out their duties and the planning and execution of specific projects.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Direct and lead team members and/or contractors to carry out duties in accordance with Councils standards, Safe Work Practices, environmental and quality procedures
- Maintain the Water Supply Reticulation Systems and Wastewater Drainage Systems including rising mains, reservoirs and pumping stations throughout the Local Government Area in accordance with Council policies and procedures
- Be available for weekend and on-call rosters and be available to respond to emergency call-outs when required
- Contribute to the delivery of services and works as required for the Water & Wastewater Department
- Monitor own work performance and progress towards the delivery of work plan goals and report on progress to Supervisor
- Use resources efficiently, effectively and responsibly to complete tasks that either contribute to or directly deliver services

- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Supervisor Water and Wastewater Operations Cooma, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Intermediate

## Essential Criteria

1. Minimum education of NSW Record of School Achievement (RoSA) or equivalent with demonstrated contemporary experience in a similar role
2. Demonstrated experience in effectively supervising staff
3. Demonstrate experience in plumbing and/or the operation and maintenance of public water supply reticulation and wastewater drainage systems
4. Current Confined Space Certificate
5. Ability to work with minimum supervision
6. Construction Induction White Card
7. Demonstrated ability to operate, competently, small plant, including: Lawnmowers, whipper snippers, sludge pumps and water snorter (pipeline pressure cleaner)
8. Demonstrate ability to provide efficient and effective customer service
9. Physically fit to complete all aspects of the position
10. Demonstrated ability to work and participate in a team environment
11. Proven commitment to Work Health and Safety
12. Demonstrate ability and willingness to undertake training in water and wastewater operations as and when required
13. Current NSW Class LR Motor Vehicle Drivers' Licence
14. Traffic Controller and Implement Traffic Control Guidance Plan Licences.

## Desirable Criteria

1. Knowledge and understanding of Radio Telemetry
2. Demonstrated analytical and problem solving skills
3. Experience in pipeline construction for the laying of water and wastewater mains or ability to learn
4. Traffic Controller Certificate
5. Implement Traffic Control Plans Certificate
6. Certificate of Competence in Excavator Operation
7. Certification in Water Treatment (Cert III) or Certificate in Water Industry Operations
8. Drivers Licence MR (Medium Rigid)

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date