

# Position Description



Position Title	Supervisor Water and Wastewater Operations
Group	Operations
Reports to	Coordinator Water & Wastewater
Grade	9
Date reviewed	December 2025

## Primary Purpose

Guides the day-to-day work of a team and supports team members to undertake their work efficiently, effectively and safely. The **Supervisor Water and Wastewater Operations** is responsible for the effective management of Councils water supply and wastewater drainage networks and treatment plants. This will be achieved through liaising, planning, organising, motivating and leading teams to complete water and wastewater works programs and maintain associated assets to meet regulatory standards in accordance with Councils Operational and Delivery Plans.

The position reports to the Coordinator Water & Wastewater and liaises with other Supervisors to ensure maintenance works programs are delivered on time and capital works are identified for the capital renewal program.





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

## Key Accountabilities

- Effective management of water and wastewater network operations, treatment plant operations and pump station operations
- Effective management of resources and staff, including emergency call-outs
- Plan, organise and allocate staff, contractors, plant and resources according to works program requirements
- Be available for weekend rosters, on-call rosters and available to respond to emergency call-outs when rostered
- Compliance and monitoring of Councils Risk Management and WHS activities within the water and wastewater work programs and treatment plants
- Ensure Council's water and wastewater pipe networks and pump stations comply with relevant legislative requirements, operational requirements and Council's policies
- Ensure Councils water supply systems comply with relevant legislative requirements including the Australian Drinking Water Guidelines (ADWG) and council policies

- Ensure Council's Wastewater Treatment Facilities comply with relevant legislative requirements including EPA discharge licenses and council policies
- Ensure all operational activities are carried out to optimise systems performance
- Provide relief to the other Wastewater and Water Operations Supervisors in times of leave
- Ensure water and wastewater connections (new and replacements) are undertaken as required
- Maintain adopted policies, procedures, processes and systems of work and ensure teams abide by policies, procedures and processes
- Model and reinforce cross-functional collaboration through information sharing and knowledge transfer to drive evidence-based decision making, enhance capability and optimise capacity
- Model and reinforce an agile, solutions-focused, accountable and collaborative culture that facilitates workforce engagement, empowerment and performance
- Inform, education and guide employees about their WHS responsibility and Council policies to maintain a safe workplace

The employee is required to undertake any other duties, projects or tasks as directed by the Manager, 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.	Advanced
 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.	Adept
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept



### Workforce Leadership

Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.

Adept

## Essential Criteria

1. TAFE Certificate IV or semi - professional qualification together with 5 years' experience
2. Minimum 2 years' experience in a same or similar position including comprehensive knowledge of Water & Wastewater Schemes (treatment facilities, pumping stations, rising mains, drainage mains & consumer services), leadership and supervisory experience with the ability to motivate a team of employees
3. Department of Planning and Environment Part 2 - Water Treatment Operations Certificate
4. Department of Planning and Environment Part 2 - Advanced Wastewater Treatment Operations Certificate
5. Computer literacy and knowledge of computer-based management systems (eg. GIS, Civica, Telemetry SCADA, Rapid TCP)
6. NSW Health Department Fluoridation Certificate
7. Current Confined Space Certificate
8. Current Traffic Controller and Implement Traffic Control Plan Licenses
9. Construction Certificate (White Card)
10. Current First Aid Certificate
11. Ability to read engineering drawings and disseminate details to staff
12. Demonstrated knowledge of mechanical plant and equipment associated with water supply and wastewater schemes
13. Respond to emergency call-outs when rostered
14. Current Driving License Class C, ongoing employment is conditional on maintaining this license

## Desirable Criteria

1. Comprehensive experience within Water and Wastewater areas
2. Experience in Microsoft Office and Civica
3. Frontline Management or Project Management Certificate
4. Knowledge of Environmental Protection Management Principles
5. Drivers Licence Class MR
6. Understanding and knowledge of basic electrical systems

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