

Position Description



Position Title	Coordinator Water and Wastewater Operations
Group	Water & Waste Water Operations & Maintenance team
Reports to	Manager Water Wastewater Operations
Grade	12
Date reviewed	November 2024

Primary Purpose

Guides the day-to-day work of the Operations & maintenance team and supports team members to undertake their work efficiently, effectively and safely.

The **Operations & Maintenance Coordinator Water and Wastewater** is responsible for the effective Operations & Maintenance Management of Councils water supply and wastewater drainage networks and treatment plants. This is achieved through liaising, planning, organising, motivating and leading teams to deliver water and wastewater asset management in achieving quality outputs and maintain and service associated assets to meet regulatory standards and customer needs in accordance with Councils Operational and Delivery business Plans.

The position reports to the Manager Water Wastewater Operations, being the management link to the supervisors, operational work and maintenance teams. The role will work closely with the Water & Wastewater Engineers, Water & Wastewater Technical Officers and consultants to ensure that the delivery of operations & maintenance work programs are delivered safely on time and meet all requirements related to effluent and treated water quality and environmental considerations.

As well as planned and corrective asset management programs there also is a requirement that capital works are identified for the capital renewal program to ensure the availability and performance of all assets under the Water & Wastewater department's control.

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

- Coordination of activities on all Water & Wastewater treatment plants through area Supervisors
- Delegating asset maintenance/management tasks to the rest of the team, and finding relevant vendors and service providers.
- Assist/Coordinate the Development of maintenance plans and implementation.
- Assist/Coordinate the Development, implementation and delivery of standard Operating procedures, incident management and inductions across all sites.
- Ensuring safety, quality and environmental standards are consistently met.
- Keeping track of supply and material inventories and oversee the purchasing of any equipment, tools, or materials that may be required.
- Ensure the maintenance logs for all Water & Wastewater assets are to date and establish protocols for non-mechanical/electrical maintenance.
- Assessing procedures and making recommendations for improvement.
- Effective management of all operations & maintenance team members
- Plan, organise and allocate staff, contractors, plant and resources according to works program requirements
- Manage resources and allocate staff for emergency call-outs
- Be available to respond to emergency call-outs when rostered
- Be available to undertake work on weekends as needed and agreed
- Compliance and monitoring of Councils Risk Management and WHS activities within the water and wastewater work programs
- Ensure Council's water and wastewater networks, pump stations and treatment plant assets are maintained to comply with relevant legislative requirements, operational requirements and Council's policies and procedures.
- Maintain adopted policies, procedures, processes and systems of work, and hold team leaders and team members accountable to apply them when carrying out their work
- 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 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
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept
 <p>Workforce Leadership</p>	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	AAdvanced

Essential Criteria

1. A Degree in Engineering or equivalent qualification, with demonstrated practical and technical experience in the daily operation of water & wastewater treatment plants and sewerage/network distribution systems.
2. High level computer literacy in Microsoft Office suite and computer based management systems (eg. GIS, SCADA, Rapid TCP).
3. Demonstrated experience in development & implementation of maintenance schedules, standard operating procedures with strong focus on work health and safety
4. Demonstrated knowledge of mechanical/electrical plant and equipment associated with water wastewater industry along with understanding of asset management principles
5. Proven track record leading teams to meet key performance parameters and coaching/mentoring staff (including performance management)
6. Be available to respond to emergency call-outs when rostered
7. Current NSW Class C Drivers licence

Desirable Criteria

8. Demonstrated experience in the development and management of budgets and knowledge of financial databases
9. Diploma or equivalent qualification in Wastewater and/or Water Industry Operations including Fluoride certification, or willingness to obtain
10. Current Confined Space Certificate or willingness to obtain
11. Construction Certificate (White Card) or willingness to obtain
12. Current First Aid Certificate or willingness to obtain

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.

Name (please print)

Signature

Date