

POSITION VACANT

POSITION Team Leader Merimbula Water & Sewerage Services
POSITION NO. WW052
SECTION Water & Sewerage Services
DEPARTMENT Infrastructure
NOMINAL OCCUPANT Vacant
PREPARED BY P Clayson
DATE September 2009
APPROVED BY J. Collins
CLOSING DATE 20 November 2009

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POSITION INFORMATION KIT

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BEGA VALLEY SHIRE COUNCIL

Position objectives

- i) To coordinate staff involved in the overall field operation and maintenance of the water supply and sewerage systems within a specified area to recognised health and Council standards.

KEY ELEMENT 1 TEAM LEADERSHIP & COORDINATION

Duties/responsibilities

- i) Facilitate, guide and encourage team coordination in all aspects of works, including safety.
- ii) Represent team to management.
- iii) Implement procedures to ensure work standards and team performance measures are met.
- iv) Consult and advise on team tasks and management issues.
- v) Arbitrate on teamwork practices/processes/decisions in the event that consensus cannot be achieved.
- vi) Participate in the selection, training and induction of staff.
- vii) Perform regular staff appraisals and assist in the development of career paths.

KEY ELEMENT 2 WATER SUPPLY & SEWERAGE SYSTEMS

Duties/Responsibilities:

- i) Control, operate and monitor the water supply and sewerage systems including water and sewage pumping stations, chlorinators, UV systems, reservoirs, catchment areas, trunk mains, water and sewerage reticulation systems, sewage rising mains and sewage treatment works.
- ii) Control routine and emergency maintenance activities to all facets of the water supply and sewerage systems.
- iii) Control routine and emergency maintenance activities for the Yellow Pinch Dam ensuring that the personnel requested to perform works have completed the NSW Dam safety surveillance seminar
- iv) Supervise specified construction of new water supply and sewerage system assets.
- v) Collaborate with the Operations Engineer to schedule maintenance and works programs.
- vi) Confer with team members on the maintenance and works programs.
- vii) Assist in the establishment and allocation of resources required for all activities.

- viii) Use specialised skills when required as trained in the field of Water and Sewerage Operation, Confined Spaces, Chainsaws, Trenching, Pipe Laying and First Aid.
- ix) Participate in monitoring and system assessment using Council's computerised SCADA and Telemetry system.

KEY ELEMENT 3 WATER SUPPLY OPERATIONS

Duties/Responsibilities:

- i) Co-ordinate adjustments to the water supply system including the opening/closing of valves.
- ii) Monitor the operating process of the area's chlorination & Ultra Violet disinfection plants, reservoirs and pumping stations when required.
- iii) Co-ordinate routine operational control procedures including adjustment of chlorination levels as required ensuring the efficient and effective operation of the plants to recognised health, Council and DEC standards.
- iv) Co-ordinate the assessment of operational performance of equipment and carry out adjustments as required.
- v) Report equipment malfunctions as required.
- vi) Provide advice on the status and condition of the assets as required.
- vii) Co-ordinate the routine water sample analyses to determine chlorination plant adjustments as required.
- viii) Co-ordinate the collection of water quality samples for analysis.

KEY ELEMENT 4 WATER SUPPLY MAINTENANCE & REPAIR

Duties/Responsibilities:

- i) Investigate service complaints and evaluate the repairs required.
- ii) Respond to emergency situations, assess and take most appropriate action required to protect Council's assets, budget expenditure and customer expectations as far as practicable.
- iii) Coordinate maintenance and repairs to burst mains, trunk mains and reticulation mains.
- iv) Coordination of reservoir maintenance including cleaning reservoirs and headwork areas.
- v) Coordinate maintenance to stop valves, hydrants and fittings.
- vi) Coordinate repairs and maintenance to consumer services including meters.
- vii) Coordinate restoration works as required.

KEY ELEMENT 5 WATER SUPPLY CONSTRUCTION

Duties/Responsibilities:

- i) Coordinate laying of water mains and fittings as required.
- ii) Monitor contractor water main laying operations.
- iii) Coordinate installation of consumer services as required to Council's Standards.

KEY ELEMENT 6 SEWERAGE MAINTENANCE & REPAIR

Duties/Responsibilities:

- i) Investigate service complaints and evaluate the repairs required.
- ii) Respond to emergency situations, assess and take most appropriate action required to protect Council's assets, budget expenditure and customer expectations as far as practicable.
- iii) Coordinate maintenance & repair of the sewerage system including clearing of chokes, repairing broken mains and manholes, cleaning of mains (torpedoing and water jetting), alteration to manholes, and sewerage pumping station maintenance.
- iv) Perform restoration works required.

KEY ELEMENT 7 SEWER CONSTRUCTION

Duties/Responsibilities:

- i) Coordinate construction of new sewer mains and manholes to Council's Standards.
- ii) Coordinate installation of new connections from plans.
- iii) Coordinate restoration work as required.
- iv) Monitor contractor sewer main laying operations.

KEY ELEMENT 8 SEWERAGE PUMPING STATION OPERATIONS

Duties/Responsibilities:

- i) Monitor the operating process of the area's sewage pumping stations as required by NSW DECC Licences.
- ii) Co-ordinate the routine operational control procedures as required.
- iii) Report equipment malfunctions as required.
- iv) Participate in upgrading works at SPS's as required.

KEY ELEMENT 9 SEWERAGE PUMPING STATION MAINTENANCE

Duties/Responsibilities:

- i) Perform preventative and routine corrective maintenance to plant and equipment including cleaning, hosing, scraping, squeegeeing, greasing, checking oil levels, chain couplings and unblocking sewage pumps as required by NSW EPA Licences.

KEY ELEMENT 10 GENERAL MAINTENANCE

Duties/Responsibilities:

- i) To be apart of the on call roster and to Co-ordinate the teams participation in this roster.
- ii) Co-ordinate the general maintenance including mowing, weed control and building maintenance.
- iii) Co-ordinate the maintenance of team vehicles and organise servicing as required.
- iv) Co-ordinate the maintenance and minor repairs to the team's minor plant and equipment.

KEY ELEMENT 11 CUSTOMER CONTACT

Duties/Responsibilities:

- i) Attend to enquiries and complaints from public, Councillors, other Council staff and record actions and outcomes on DataWorks (CARS Module).

KEY ELEMENT 12 PURCHASING

Duties/Responsibilities:

- i) Provide advice on the purchase of appropriate plant and equipment.
- ii) Confer with team members on purchasing matters.
- iii) Prepare and sign requisitions.
- iv) Be aware of the budgetary restraints.
- v) Comply with the BVSC purchasing procedures

KEY ELEMENT 13 ADMINISTRATION

Duties/Responsibilities:

- i) Maintain relevant records and statistics including diaries, telemetry, SCADA and computerized work programs.
- ii) Check and authorise timesheets.
- iii) Prepare stores requisitions.

- iv) Prepare reports as required.
- v) Respond to public enquiries/complaints.
- vi) Check and authorise as correct daily plant hire sheets.
- vii) Convene daily & weekly team meetings.
- viii) Participate in an on-call roster.
- ix) Complete standard forms including OH&S, Pink Sheet, Unlicensed Sewage Discharge & Fluoride and return to the Bega Office.
- x) Ensure correctness & timeliness of team paperwork.
- xi) Assist with the maintenance of records of team activities as required.
- xii) Maintain the principles of EEO in recruiting and during all work practices.
- xiii) Complete all OH&S standard forms including – HINC, confined spaces, plant, daily check sheet, oxy acetylene and general risk assessment.

KEY ELEMENT 14 OCCUPATIONAL HEALTH & SAFETY

Duties/Responsibilities:

- i) Carry out detailed risk assessments and implement appropriate controls for all tasks.
- ii) Notify management where appropriate controls cannot be implemented for a particular task
- iii) Carry out monitoring of safety controls.
- iv) Prepare work sites properly including appropriate TCP signposting, general signposting and safety equipment as required.
- v) Wear appropriate Council issued uniform, safety workwear and other equipment in the performance of duties.
- vi) Ensure that all members of the team wear the appropriate Council issued uniform, safety workwear and other equipment in the performance of duties.
- vii) Carry out routine condition monitoring, adjustment and calibration of safety equipment as required.
- viii) Participate in routine safety refresher training as required.
- ix) Attend the Water and Sewerage Services OH&S working group monthly meetings.

Organisational relationships

Reports to: Operations Engineer, Water and Sewerage Services

Internal Liaisons: Team members, Operations Engineer, Water & Sewerage Services Manager, Group Manager Infrastructure, Technical Services staff, WaSS Team members, Works staff, Stores staff, Workshop, and Engineering staff.

External Liaisons: General public, Country Energy, Telstra, Roads & Traffic Authority, NSW DECC (NSW Environment Protection Authority), NSW WorkCover Authority, other Authorities and contractors.

Extent of authority

Authorised to:

- i) Coordinate teams and resources and to facilitate group discussions.
- ii) Respond appropriately in an emergency.
- iii) Prepare and sign requisitions to the value of \$500 for general goods and services.
- iv) Adjust the operation mode of facets of the water supply and sewerage systems.
- v) Access property to maintain Council assets.
- vi) Initiate the disciplinary process through team involvement as appropriate.
- vii) Implement specified security arrangements.
- viii) Determine and implement appropriate work practices when the team members are unable to reach consensus.
- ix) Procure goods and services in accordance with current Council policy i.e. goods/services relative to duties and subject to compliance with approved works programs and budgets.

Accountability

Responsible to ensure:

- i) That all works are performed efficiently and effectively, in accordance with established procedures, Council policies, statutory requirements and specifications, agreed team goals and to established performance standards;
- ii) That staff and resources are effectively coordinated and that group decision making to effectively promoted, encouraged and facilitated.
- iii) That maintenance, repair and construction activities are performed efficiently and effectively and in accordance with established procedures and within budget.
- iv) That all work pertaining to the safe operations of the Yellow Pinch Dam are completed in a timely manner

- v) That plant is operated efficiently, effectively and safely and within manufacturer specifications.
- vi) That records are maintained in a timely and accurate manner.
- vii) That advice provided is timely and accurate.
- viii) That participation in team discussions on team issues is active and constructive;
- ix) That consistent efforts are made to promote and maintain a harmonious, co-operative team environment;
- x) That the principles of OH&S and EEO are maintained throughout all work practices;
- xi) That co-operation and support are provided relating to the implementation of Council's Management Plan.
- xii) That all plant and materials are accounted for and kept secure. Ensure that lost property forms are completed promptly.
- xiii) That team members are effectively consulted with.
- xiv) Those effective communication channels exist between team members and the Operations Engineer, and management.
- xv) That systems are operated in accordance with Department of Environment & Climate Change, Council, NSW Health Department and other statutory requirements.
- xvi) The highest levels of professional conduct and integrity are displayed at all times and particularly when procuring goods and services.

Selection criteria

Qualifications/Experience

- i) Previous team leader / leading hand experience.
- ii) Minimum of 5 years recent related experience.
- iii) Current class MR RTA NSW licence.
- iv) Completion of the NSW Dam safety surveillance seminar required
- v) Confined Spaces Entry Certificate required.
- vi) Traffic Control Certificate preferred.
- vii) Chlorination Certificate preferred.
- viii) Trade based qualifications or TAFE Certificate III in Water Industry Operations would be considered an advantage.

Specialist knowledge/skills

- i) Thorough knowledge of the operational, maintenance and construction requirements for effective field management of a water supply system and sewerage system.
- ii) Well-developed knowledge of related operational plant and equipment including performance standards.
- iii) Developed analytical and investigative skills.
- iv) Proficient knowledge of related statutory requirements.
- v) Developed computer skills in word processing, emailing and telemetry.
- vi) Basic knowledge of hydraulics.
- vii) Basic chemical analysis skills.
- viii) Basic skills in job costing techniques.
- ix) Working knowledge of the use of related hand and power tools including sewer cleaning machines, high-pressure pressure water tapping machines, pipe/cable detectors.
- x) Application of higher level industry skills associated with Certificate III in Water Industry Operations
- xi) Developed skills in the maintenance of fittings and equipment relating to water and sewerage systems.
- xii) Developed skills in the laying of sewer and water mains and associated construction activities.

Judgement/problem solving

- i) The occupant of this position is required to operate with minimal supervision, but generally with clear directions and objectives.
- ii) Judgment and problem solving will be largely based on technical knowledge and experience or in team consultation.
- iii) It is expected what the occupant will be able to resolve operational problems in the field.
- iv) A mature level of judgment is required in decision making processes.

Management skills

- i) Ability to facilitate, guide and promote team based processes.
- ii) Ability to plan, organise, record and prioritise a range of tasks.
- iii) Ability to guide and train staff.

- iv) Ability to give clear directions to subcontractors.
- v) Well-developed knowledge of personnel practices relating to the OH&S and EEO.
- vi) Ability to develop and implement appropriate work procedures.
- vii) Ability to motivate team.
- viii) Ability to liaise with team.
- ix) Commitment to team approach.

Interpersonal skills

- i) Well developed written and verbal communication skills.
- ii) Ability to cooperate with and gain the cooperation of others.
- iii) Ability to persuade and convince others to meet objectives.
- iv) Ability to liaise with people at all levels.
- v) Ability to implement consultative processes.

POSITION Water & Sewerage Team Leader –
Merimbula

POSITION NO. WW052

1 Organisational relationships

The position reports directly to the Operations Engineer and is within the Water & Sewerage Services area.

2 Hours of work

Normal work hours for this position are 38 per week. (9 day fortnight)

3 Salary guide

The position is classified as Band 2, Level 2 under the Local Government (State) Award 2007 and has been evaluated as Grade 14 on Council's pay structure. The commencing salary of this grade is \$924.80 per week but a higher salary may be negotiated subject to the qualifications, experience and skills of the successful person.

A Council vehicle will be provided to the successful applicant for commuter use to and from work.

4 Enquiries

If you have any enquiries regarding the position or the general conditions of employment, please call Paul Clayson on (02) 6499 2264 or 0427 919 709.

5 Canvassing Councillors

Any applicant who canvasses Councillors at any stage during the recruitment process will not be considered for the position.