



ABN 43 593 215 992

## Positions Vacant

### Water and Waste Supervisor

Position will remain open until filled.

#### How to Apply

**1. Cover Letter**

Provide a cover letter outlining your experience and reason for wanting to apply for this position

**2. Selection Criteria**

Address the essential selection criteria listed in the position description

**3. Resume**

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are enrolled in)
- Computer skills and software packages, you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card (if you hold one)
- Name and contact details of two referees

**4. Submit your application**

Applications can be emailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception at 320 Wa-Tyne St Napranum.

**Please note: applications that are submitted without a cover letter or information addressing the selection criteria may not be considered.**

# Position Description

Title:	Water and Waste Supervisor	Classification Level	Level 6
Department	Environment and Sustainability	Award	Queensland Local Government Industry (Stream B) Award – State 2017
Reports To:	Director of Environment and Sustainability	Location	Napranum
Nature of Employment	Full-Time		

## PRIMARY POSITION OBJECTIVE/S

1. To ensure the effective operation and maintenance of Councils' potable water supply, including rectification of faults, so as to ensure a continuous supply of potable water to the residents of Napranum.
2. To ensure effective operation and maintenance of Councils' sewerage scheme, including rectification of faults, so as to ensure sewerage treatment is compliant with the Environmental Protection Authority licence.
3. Ensure effective operation and maintenance of Council's Splash Park, including rectification of faults, so as to ensure the Park is maintained in accordance with best practice.
4. Manage the Water & Waste Officer.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Ensure that all facilities are in good working condition and are able to supply potable water and sewerage services to the community.
- Ensure that all work is undertaken in accordance with work plans, prescribed manuals, legislation, guidelines and manufacturer's recommendations.
- Be available to respond to breakdowns and emergencies as directed and required.
- Follow all procedures to record and report all information relating to additional work, and callouts.
- Implement work plans for routine maintenance of all infrastructure under your control.
- Provide and keep updated Safe Work Method Statements and Job Safety Analysis documents applicable to your area of responsibility.
- Ensure all vehicles, tools and equipment, are used, maintained and stored in the correct manner and in accordance with Council policies, work health and safety and current legislative regulations.
- Provide direction and supervision to the Water & Wastewater Officer, , other trades and visiting contractors when required.
- Complete all Council documentation accurately and timely e.g. timesheets, leave and overtime requests.
- Provide all necessary reports to the regulators in a timely manner e.g. Drinking Water Quality Management Plan, Community Health Audits, etc. water and sewerage reticulation systems, pumps and all other non-current assets.
- Ensure that mandatory qualifications for yourself and your team are kept current including, but not limited to driver's licence, First Aid, Working at heights, confined spaces entry etc.
- Identify training needs and ensure that no employee is required to undertake tasks without receiving the necessary training e.g. appropriate job safety instructions.
- Conduct hazard inspections of all relevant workplaces and ensure risk assessments are completed and documented for all identifiable hazards prior to the implementation of new work practices.
- Comply with all of Councils' policies including, but not limited to, the Code of Conduct, Drug and Alcohol Policy, Smoking Policy and Workplace Bullying and Harassment Policy.
- Promote, within the community the opportunity to train as an Water & wastewater Officer and provide training within your area of expertise.
- In accordance with work, health and safety legislation, ensure that you and the team work safely and comply with Council's work health and safety policies and procedures.
- Ensure that all employees under your control wear the correct Personal Protective Equipment and are made aware of first aid locations and are familiar with evacuation and emergency procedures.
- Ensure all incidents and near misses are reported to the WHS officer and environmental incidents reported to the relevant authorities.
- Conduct performance reviews and staff discussions without bias and make recommendations as required.
- Ability to maintain confidentiality at all times.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.
- Perform all other work as directed from time to time, by the Manager Operations division, consistent with skills, competence and training.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Environment and Sustainability.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### Essential

- Current "C" Class Drivers Licence.
- Sound literacy and numeracy skills (minimum year 10 maths).
- Competent keyboard skills including word processing and computer literacy.
- Analytical skills to conduct tests and evaluate results.
- Agree to vaccinations that include: Hepatitis A, B and C, and Tetanus.
- Be able to work with live sewerage.
- Must be able to comply with PPE requirements for role.
- Must be physically fit for the role.

## Desirable

- Must be prepared to be flexible with work hours.
- Mechanical aptitude.
- Willing to learn about Local Government Legislation and Council procedures and policies relating to essential services procedures.
- Willingness to learn and undertake training and development during work hours.
- Proven reliability.

## EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times.

Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.

