

POSITION DESCRIPTION

Position Title:	Team Leader Water Construction (PN 1045)		
Position Type:	Permanent Full-time		
Department:	Water and Sewer		
Date Approved:	November 2024		
Hours per week:	38	Award Classification:	Band 2, Level 3
FTE	1	Salary Classification	Grade 5

Position Purpose

The Water & Sewer Network team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

The primary purpose of this role is to support the Water & Sewer Network Manager in planning and coordinating delivery of renewals program, asset operational condition assessment, operation, repair and maintenance of network assets to agreed scopes, specifications and applicable industry standards that are associated with network infrastructure.

Key Accountabilities

- Lead and participate in programming, planning, prioritisation and coordination of team activities for water construction works to best utilise available resources.
- Promoting and supporting an active team environment of multi-skilled team members to carry out activities of the team in the inspection, operation, maintenance, repairs and construction of water and sewer network infrastructure. Promote a positive team culture, focussed on providing high levels of customer service.
- Deliver initiatives and programs identified in the water strategies and operational plans, such as Water Servicing Strategy's, survey, design, maintenance and construction activities.
- Develop and deliver a responsive and planned water construction programs for the Water Construction Team.
- Manage contractors in the delivery of construction works.
- Ensure all correspondence and work orders allocated to the position are processed in accordance with Council performance targets.
- Review and adopt industry best practices such as the WSAA codes, AusSpec, KSC DWMS and other Council specifications for water construction activities and ensure compliance with these standards for all activities.
- Review and assess completed jobs and work methods with the Water Construction team on a regular basis to refine work practices and methods to provide more efficient and effective services.
- Ensure compliance with Environmental legislation for all water and sewer network construction/maintenance activities.

- Maintain relevant administrative records including but not limited to Water Construction data bases, statistics records, GIS, and maintenance records.
- In conjunction with the Technical Officer Networks and other Water and Sewer Team Leaders carry out inspections of all Network infrastructure for private developments.
- Manage and accurately report on work expenditure to ensure budgetary compliance.
- Participate in and coordinate rotating rostered call-out system and/or being available, following consultation and negotiation, to complete some key projects/programs outside normal working hours (on-call for water and sewer maintenance teams, outside normal hours works for all other teams).
- Identifying needs and assisting in delivery of training, mentoring, supervision and development of other staff including trainees and labour hire. Complete the performance review process with Team Members in accordance with Council procedures.
- Maintaining a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations.
- Ensuring compliance with relevant Council policies and procedures.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Diploma of Engineering or trade qualifications in Plumbing or relevant to position and/or a substantive working history within a relevant industry.
- Supervisory experience highly desirable.
- A Certificate IV in water industry operations highly desirable.
- Relevant experience in the water, sewerage network infrastructure, construction and maintenance or other relevant construction industry experience.
- Current Construction Induction Certificate.
- Hold and maintain a current NSW Driver's license.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Leadership aptitude. Ability to lead and manage teams effectively and practically – this involves skills to communicate effectively with the team, manage and address team member performance and conduct, workforce plan and allocate resources efficiently to meet operational goals. Be a role model to the Team, and foster a positive and collaborative team culture.
- Sound understanding of the Water Services Association Australia codes and Auspec relevant to water and sewerage network infrastructure and AS3500.

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- Detailed knowledge of relevant specifications, legislation and regulatory requirements that apply to local government organisations, specifically in relation to water and sewerage operation, maintenance and construction activities.
- Demonstrated ability to work both independently and in a team environment to anticipate and identify problems, obstacles and opportunities and resolve problems by making good decisions based upon a mixture of analysis, experience, and judgment.
- Proven ability in technical writing and design documentation together with the ability to prepare correspondence to engage and respond to consultants and contractors.
- Demonstrated strong computing skills encompassing spreadsheet, word processing, database software and engineering software types.
- Demonstrated familiarity and ability with Geographical Information Systems (Council is currently utilising the Esri software platform).
- Well-developed organisation/planning skills with the ability to set work priorities, methods and workflow to accomplish objectives on time, to budget and quality standards.
- Demonstrated working knowledge of Work Health and Safety requirements and legislation.
- Demonstrated customer service focus and superior communication skills, both verbal and written.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

POSITION DESCRIPTION

Supervision Received

This role reports to the Water and Sewer Network Manager.

Supervision Exercised


The following roles report to the Team Leader Water Construction:

- Senior Operator Water Construction
- Operator Water Construction
- Trainees
- Contractors

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Senior People and Culture Advisor
Date:	28 November 2024

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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