

# Position Description

## Coordinator Stormwater Maintenance

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|---------------------------|---------------------------------------|----------------|------------------------------|
| Position Title:           | Coordinator Stormwater Maintenance    | Directorate:   | Infrastructure & Development |
| Position Number:          | 100908                                | Department:    | Works Centre                 |
| Employment Status:        | Full-Time                             | Position Type: | Outdoor Employee             |
| Employment Type:          | Permanent                             | Location:      | Work Centre                  |
| Classification Structure: | Grade 6                               |                |                              |
| Reports to:               | Operations and Maintenance Supervisor |                |                              |

### PRIMARY PURPOSE:

The primary purpose of this role is to lead the planning, coordination and delivery of Council's stormwater maintenance, renewal, upgrade and civil construction programs across the Municipality. The Coordinator Stormwater Maintenance manages internal crews and external contractors to ensure works are safely scoped, programmed, delivered and monitored in accordance with relevant legislation, industry standards and Council requirements. The role is accountable for the management and reporting of allocated operational and project budgets, including expenditure monitoring, forecasting and variance reporting, while providing oversight of project risks, resources and key milestones to support informed decision-making and successful project outcomes.

This role contributes to Council's strategic objectives through the delivery of safe, sustainable, and high-quality stormwater infrastructure by:

- Ensuring all Stormwater projects are delivered to a high-quality industry standard, meeting Council specifications, operational requirements, and community expectations.
- Ensuring projects are delivered within budget constraints and supported by timely and accurate reporting, enabling effective financial management, project governance, and accountability.
- Ensuring Council remains compliant with relevant legislation, regulations, standards, and policies applicable to the position and project delivery activities.
- Participating in strategic planning for future Works and Infrastructure developments, providing technical expertise, asset insights, and project delivery experience to support long-term infrastructure and service planning outcomes.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Coordinator Stormwater Maintenance** reports to the **Operations and Maintenance Supervisor** for all operational and management matters.
- The role is a key contributor to the **Operations and Maintenance Team** and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

## 2. External:

- The role will liaise with external stakeholders such as members of the public, ratepayers, community members, industry suppliers, service providers, visitors and contractors.

### Accountabilities And Responsibilities

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| <b>Works Operations</b>           | <ul style="list-style-type: none"><li>▪ Ensure equipment is operated efficiently and safely adhering to Safe Operating Procedures (SOPS), Safe Work Instructions (SWI) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.</li><li>▪ Scope, plan and coordinate stormwater, road and civil maintenance and construction activities for delivery by internal crews and external contractors, including reviewing work requirements, site constraints, priorities, materials, permits and resourcing needs.</li><li>▪ Ensure individuals and teams use correct and efficient operation of plant, equipment and tools including personal protective equipment.</li><li>▪ Coordinate worksite readiness requirements before works commence, including site access, service checks, waste or obstruction removal, materials, plant, equipment, traffic management needs and any other arrangements required to support safe and efficient delivery.</li><li>▪ The ability to read, analyse, and interpret detailed construction plans, design specifications and material safety data sheets (MSDS).</li><li>▪ Ensure prestart inspections and regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported.</li><li>▪ Ensure traffic management activities are appropriately planned, resourced and implemented to safely manage vehicular, pedestrian and cyclist movements through and around work sites. Including the installation, removal and recording of signage for works within road reserves in accordance with current Australian Standards and guidelines.</li></ul> |
| <b>Teamwork and Collaboration</b> | <ul style="list-style-type: none"><li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li><li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li><li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li><li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li><li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li><li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li><li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li><li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Leadership</b>                 | <ul style="list-style-type: none"><li>▪ Provide day-to-day leadership, supervision and support to the Stormwater Operations &amp; Maintenance Team, including work allocation, toolbox discussions,</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                        | <p>regular team meetings, 1:1 discussions, performance development and management of conduct matters in line with Council policies and procedural fairness.</p> <ul style="list-style-type: none"> <li>▪ Undertake performance development processes, including goal setting, regular check-ins and formal reviews.</li> <li>▪ Manage performance and conduct matters in line with Council policies and procedural fairness.</li> <li>▪ Approve and monitor leave, ensuring appropriate workforce coverage.</li> <li>▪ Identify and support training, development and onboarding of staff.</li> <li>▪ Allocate and oversee workloads to ensure effective service delivery.</li> <li>▪ Understand and educate team members on Council Directives.</li> <li>▪ Co-ordinate duties associated with maintenance and construction of Stormwater assets, and civil infrastructure including earthworks, concrete, and pipelaying work.</li> <li>▪ Coordinate with programming of works, annual performance reviews, written requests for the acquisition of plant/equipment, customer requests/work orders and equipment and other administrative tasks.</li> <li>▪ Resolve complex problems that relate to immediate work tasks.</li> <li>▪ Facilitation of documented regular team meetings.</li> </ul> |
| <b>Outdoor worker</b>                  | <ul style="list-style-type: none"> <li>▪ Participate in and contribute to daily pre-start meetings, including hazard identification and task planning.</li> <li>▪ Follow Safe Operating Procedures (SOPs), Safe Work Method Statements (SWMS) and all safety directives.</li> <li>▪ Accurately complete timesheets, job records and required documentation in a timely manner.</li> <li>▪ Operate plant, equipment and tools safely and in accordance with training, compliance and authorisations.</li> <li>▪ Maintain current First Aid certification (provided by Council).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Customer Service</b>                | <ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner.</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Organisational Responsibilities</b> | <ul style="list-style-type: none"> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |

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| <b>Governance, Risk and Compliance</b> | <ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul> |
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| Key Selection Criteria          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Essential Qualifications</b> | <ul style="list-style-type: none"> <li>▪ White Card</li> <li>▪ Certificate IV or Diploma in a relevant field such as Civil Construction, Stormwater Management, or Leadership and Management, or equivalent demonstrated experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Desirable</b>                | <ul style="list-style-type: none"> <li>▪ First Aid Certification</li> <li>▪ Traffic Management Accreditation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Licences</b>                 | <ul style="list-style-type: none"> <li>▪ Current registration to work with vulnerable people (RWVP)</li> <li>▪ Drivers Licence "Class C"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Skills and Experience</b>    | <ul style="list-style-type: none"> <li>▪ Demonstrated experience in the planning, construction, maintenance and renewal of stormwater infrastructure and associated civil assets.</li> <li>▪ Proven ability to coordinate work programs and projects, ensuring works are delivered safely, on time, within budget and to the required quality standards.</li> <li>▪ Sound knowledge of workplace health and safety requirements, traffic management practices and safe work procedures, with a strong commitment to safety leadership.</li> <li>▪ Well-developed leadership, communication and interpersonal skills, with the ability to effectively engage with employees, contractors, stakeholders and members of the public.</li> <li>▪ Demonstrated ability to plan, prioritise and manage resources, budgets and competing operational demands while providing accurate reporting and administration.</li> <li>▪ Proficient in the use of computer-based business systems and software applications, including Microsoft Office and TechnologyOne CiA (or similar asset and work management systems).</li> </ul> |

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

## Our Values



### WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters



### WE ARE TRUSTED

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn



### TOGETHER WE ARE BETTER

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge



### WE DELIVER

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

### WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own  
We trust and are **TRUSTED** by each other  
We know that by working **TOGETHER** we achieve better outcomes  
We take personal responsibility, and together we **DELIVER** for our community

**ACKNOWLEDGEMENT:**

I have read and agree to abide by the requirements of this position description.

|                     |  |       |  |
|---------------------|--|-------|--|
| Employee Name:      |  |       |  |
| Employee Signature: |  | Date: |  |