



MANAGER INFRASTRUCTURE

POSITION TITLE:	Manager Infrastructure
POSITION NUMBER:	3009
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	7
REPORTS TO:	Director Infrastructure & Environment
DEPARTMENT:	Infrastructure & Environment
LAST REVIEWED:	February 2023

ABOUT US

Our communities are famous for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and our financial position is robust. As a local government, we work collaboratively and continuously to make the Shire a better place to live and work, one day at a time.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

Through effective utilisation and coordination of resources (our dedicated staff, our local trades, our contracted consultancies), the Manager Infrastructure ensures the safe, efficient and effective delivery of Council's water and wastewater treatment services, Council's building maintenance program, and the management of one referable dam. This includes management of 2 x drinking water services (Cloncurry & Dajarra), 2 x sewer treatment services (Cloncurry & Dajarra), a portfolio of buildings including accommodation, community facilities and Council facilities, and the Chinaman Creek Dam.

The Manager Infrastructure is also a key stakeholder in the development and management of key Corporate documents in areas of accountability (Operational Plans and Budgets, the Drinking Water Quality Management Plan, Business Continuity Plans, the Corporate Risk Register, Asset Management Plans).

Areas of work consist of, but are not limited to:

- Water Operations in Cloncurry & Dajarra
- Sewer Operations in Cloncurry & Dajarra
- Building and Facilities maintenance
- Chinaman Creek Dam maintenance and operations



POSITION DESCRIPTION

Manager Infrastructure

- Asset Management Planning: completion of AMPs for Water, Sewer, Buildings & Other Structures

The role contributes to the overall performance of the Infrastructure and Environment directorate of Cloncurry Shire Council.

REPORTING LINES

This position reports to the Director Infrastructure & Environment
Direct reports to this role include:

- Water & Sewer Supervisor + Teams
- Property Manager Coordinator
- Asset Engineer

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

Leadership responsibilities

Model and communicate Council's core values and commitments:

- Values: Honesty | Integrity | Accountability | Respect | Friendliness
- Commitments: continual improvement to safety, to compliance, and to the efficiency and effectiveness of service delivery

Management responsibilities

- Manage staff, consultancies and contractors across areas of accountability to meet Operational Plan deliverables.
- Manage budget processes across areas of accountability: development, monitoring, reporting (with assistance from Corporate Services).
- Work with CEO, Director, HR and WHS to build and maintain a culture of safety, accountability and continual improvement, including the conduct of performance reviews and identification of training and development requirements for direct reports.
- Chair, prepare and participate in meetings, including monthly Infrastructure Meeting (with CEO & Director) + weekly Toolbox Meetings (Manager, Staff) + quarterly regional meetings (QWRAP).
- Active contributor to / technical lead in developing and reviewing key Corporate documents in areas of accountability:
- Operational Plan, Asset Management Plan, Corporate Risk Register, Business Continuity Plan, Internal Audits, 3rd party audits etc.

Operational Responsibilities

Water Treatment Operations

- Water treatment operations (collection, treatment, distribution) are safe, compliant, efficient and effective in meeting regulatory requirements and Council service levels.
- Development and implementation of asset condition assessments + operational and maintenance programs for Council's water operations (daily, monthly, quarterly, annual)
- Key stakeholder and provide technical input into development of Council's CapEx program for water supply, treatment, distribution and SCADA (renewals, upgrades, acquisitions etc.)
- Ensure Council meets its statutory monitoring and reporting requirements for water treatment operations:



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- DWQMP: responsible for managing all requirements related to Council's Drinking Water Quality Management Plan (DWQMP), including monitoring, reporting, formal amendments, auditing etc.
- SWIM & CSS: responsible for managing all reporting requirements associated with Council's Customer Service Standards and State Wide Information Management reporting (with input and assistance from Corporate Services and Planning & Environment).
- **Sewer Treatment Operations**
- Ensure sewerage treatment operations (collection, treatment, release to land) are safe, compliant, efficient and effective in meeting regulatory requirements and Council service levels.
- Development and implementation of asset condition assessments + operational and maintenance programs for Council's sewer treatment operations (daily, monthly, quarterly, annual)
- Key stakeholder and provide technical input into development of Council's CapEx program (renewals, upgrades, acquisitions etc.)
- Ensure Council meets its statutory monitoring and reporting obligations for sewer operations:
 - Council: monthly reporting requirements met
 - Environmental Authority: monthly and annual monitoring and reporting requirements met

Buildings and Facilities

- Develop and deliver annual maintenance program for Council buildings and facilities
- Responsibility for managing Council's housing portfolio, including:
 - Management of residential tenancy agreements (with Property Management Coordinator)
 - Management of accommodation application/requests and recommendations to CEO (with Director and Property Management Coordinator)

Cloncurry Aquatic Facility (swimming pool, splashpad, water slide)

- Responsible for managing the Cloncurry Aquatic Facility Management Agreement (outsourced arrangement), including performance of Pool Manager and discharge of Council's responsibilities under the contract.

Chinaman Creek Dam Operations

- Key facilitator in development of Council's Annual Safety Statement, Annual Safety Inspection, and Annual Project Upgrade Plan (all inspections, plans etc. completed in conjunction with GHD).
- Responsible for implementation of inspection and monitoring program (soon to be automated).
- Responsible for implementation of improvement plan items (as developed by GHD based on Dam guidelines)

KEY SELECTION CRITERIA/ QUALIFICATIONS AND LICENCES

Mandatory

- A Degree in Engineering, Science or other suitable qualification + relevant industry experience.
- Demonstrated technical knowledge in the fields of water and wastewater collection/treatment/distribution.



POSITION DESCRIPTION

Manager Infrastructure

- Demonstrated knowledge of compliance and reporting requirements for water and wastewater service providers in Queensland / Australia.
- Demonstrated experience in completing/coordinating the inspection, condition assessment, design and costing for infrastructure maintenance, renewals and upgrade programs.
- Demonstrated high level oral and written communication skills.

Desirable

- RPEQ or RPEQ eligible
- Local government experience
- Current "C" class driver's licence is mandatory
- WH&S Construction Safety Induction Card
- Experience in rolling out projects and initiatives of the following types: CCTV inspections of underground sewer assets, desludging of wastewater lagoons, asset management planning for water and wastewater assets etc.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date