



## Position Description

### A. POSITION PROFILE

**Position:**

**Water and Sewer Coordinator**

**Position Evaluation:**

*Band 2 Level 3*

*Salary System Grade: 15*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award 2023  
Permanent Full-time*

**Additional Benefits:**

*70 Hour Nine Day Fortnight Agreement  
11.50% Superannuation*

**Position Occupant:**

*Vacant*

**Department:**

*Operations*

**Section:**

*Engineering Cootamundra*

**Location:**

Cootamundra  Gundagai

**Direct Supervisor:**

Manager Engineering Cootamundra

**Number of Staff Supervised by this position:**

Directly: 1

Occasional supervision of contractors

### B. STATEMENT OF FUNCTION

To lead the internal water and sewer functions of Council ensuring that construction, operation, maintenance to water supply and sewerage infrastructure is performed effectively and efficiently. To deliver quality water supply and sewerage systems, in accordance with environmental and health standards, and State legislation.

### C. KEY DUTIES & RESPONSIBILITIES

1. Provide leadership and direction to the Water and Sewerage team to ensure the:
  - 1.1 safe operation, monitoring, quality, maintenance, monitoring improvement and / or development and construction of infrastructure, systems and processes,
  - 1.2 timely delivery of Water and Sewerage services to the Cootamundra delivery area within regulatory requirements.
2. Lead in the planning, development and implementation of capital works projects, including specifications and in contractor management for all improvement and replacement initiatives.
3. Plan for and undertake end-to-end tender processes in accordance with Council policy and procedures for the engagement and co-ordination of Contractors required for project and operational works.

**POSITION NUMBER**

TBA

**DATE ADOPTED:**

January 2024

**APPROVED BY:**

M.Stubbs  
Deputy General  
Manager

**LAST REVIEWED:**

January 2024

4. Oversee and maintain an effective performance and quality monitoring programs for all plant, systems and assets in order to ensure quality compliance, safe and optimal utilisation.
5. Ensure appropriate risk management practises for all projects within the Cootamundra delivery area, and constructively communicate project standards and safety requirements to the work team.
6. Ensuring works carried out are compliant with specifications and plans including undertaking Dial Before You Digs (DBYDs) for all excavations.
7. Complete annual returns, works and other reports as required regarding work completed, project expenditure and status, budgets, QA, WHS, contractor and environmental compliance.
8. Assist with the development of Works Proposal submissions for upcoming/proposed works on all assets when required including liaison with engineering staff to determine project scope and work scheduling.
9. Ensure that water, sewer and stormwater infrastructure construction, maintenance, materials, components and methods meet Council and all other relevant legislative requirements.
10. Provide administrative, data extraction and informational assistance to facilitate water, sewer and stormwater projects, maintenance and compliance requirements, including compliance with EPA requirements.
11. Manage the timely and professional response to customer questions and complaints via Council's Customer Actions system, and act as an escalation point as and when required.
12. Ensure water and sewer employees adhere to operational and safety standards including compliance with relevant confined spaces legislation.
13. Ensure that the efficient operation of the Sewage Treatment Plant, pump stations and effluent re-use systems and effective operation of sewer reticulation for the Cootamundra delivery area.
14. Oversee the metering of raw water, treated water and reticulated water quality is maintained and complies with Australian drinking water quality guidelines.
15. Provide input into the development of strategic plans for water, sewer and stormwater.
16. Contribute to maintenance of Council's Asset Database and undertake asset inspections of water, sewer & storm water assets.
17. Co-ordinate work team to be available to respond to customer service requests.
18. Review timesheets and applications for leave, and action them appropriately.
19. Work with and support members of the team in order to ensure the on time delivery of functional work and delivery of service to the community.
20. Assist team members to resolve problems and promote a cohesive team environment.
21. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Cert IV in Project Management and/or Cert III qualification relevant to Water and Sewer.
2. Demonstrated operational experience in water and sewerage reticulation systems including reading and interpreting plans, monitoring supply systems and infrastructure and system flushing.
3. Demonstrated ability to lead, develop and engage with staff, develop productive working and interpersonal relationships, customer orientation and team skills.
4. Demonstrated experience in preparing cost estimates and project plans for construction and maintenance activities.
5. Demonstrated computer skills and ability to use electronic equipment.
6. Drivers Licence Class C
7. WHS Construction Induction (NSW White card)

## **F. DESIRABLE CRITERIA**

1. Safework Traffic Controller Certification (Traffic Controller, ITCP, PWZTWP).
2. Part 1 Wastewater Treatment Operations and Part 2 Advanced Treatment through NSW Office of Water.
3. Part 1 Chemical Dosing Systems and Part 2 Water Treatment Operations through NSW Office of Water or willingness to obtain.
4. Confined Spaces Certificate.