

TEAM LEADER WATER SERVICES

THE JOB:

Supervise the day-to-day operation and maintenance of Council's water and wastewater infrastructure to deliver safe and reliable water services to the Community.

ABOUT US:

We are committed to providing a welcoming workplace where everyone feels respected, safe, and supported. This means we value team players with a positive attitude, respectful behavior and a keenness to learn.

IF YOU HAVE SKILLS THAT MATCH OUR JOB, AND:

- Leads by example
- Takes responsibility for his/her own actions and decisions
- Demonstrates professional conduct
- Delivers a consistently great service and gets the best out of the team
- Class MR NSW Driver License

THEN WE WILL OFFER YOU:

- 9-day fortnight
- Annual salary \$65,832.00 to \$78,998.40 gross.
- 11% Superannuation.
- Opportunity to learn new skills in a supportive environment.
- 6.5 weeks long service leave after 5 years of continuous service.

The Application Pack is on our website: www.bourke.nsw.gov.au/council/positions-vacant.

LIKE MORE INFORMATION?

Please contact
Coordinator Water Services , Shane Hopley,
on 0419 021 459 or
jobs@bourke.nsw.gov.au

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Position	Team Leader Water Services
Reports To	Coordinator Water Services
Department	Works
Band/Level	Band 2 / Level 1
Grade	4
Date Revised	July 2022

This position description broadly describes the accountabilities, duties and conduct of an employee of Bourke Shire Council. The role will change over time, in line with the changing strategic and operational requirements of the organisation.

Primary Purpose

Supervise the day-to-day operation and maintenance of Council's water and wastewater infrastructure to deliver safe and reliable water services to the Community.

Council Values

Council's values of Openness, Honesty, Respect, Accountability, Objectiveness, Leadership, Selflessness and Integrity guide the decisions, actions and conduct of all employees.

Core Accountabilities

- Carry out Council's planned infrastructure and network maintenance program, complying with the legislation, standards, policies and practices that govern water and wastewater testing, monitoring and network activities.
- Monitor and maintain Council's bore systems and public swimming pool.
- Provide direction and support to ensure employees can do their best work and deliver the highest level of customer service.
- Provide proactive and visible WHS leadership, identify hazards, control risks and take accountability for actions that contribute to a safe working environment.
- Report on water quality and usage to ensure safety and security.
- Maintain administrative records, including but not limited to pre-start checks, toolbox talks, risk assessments, network testing and monitoring information for compliance and evidence-based decision-making.
- Undertake, as required, small projects associated with water services or other services or functions within Council.
- Participate in the on-call roster to ensure a timely response to emergency works.
- Maintain appropriate levels of chemical stocks to ensure water safety, quality and supply.
- Ensure tools, equipment and plant is maintained, kept in a tidy state and stored securely.
- Act as Coordinator Water Services, as required.

- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.

The employee is required to undertake any other duties, projects or tasks as directed by the Team Leader, which are within his/her skills, competence and training.

The employee is to comply with the organisation's policies and procedures (as varied from time to time) and undertake training and development.






Essential Criteria

1. Certificate III Water Industry Treatment or plumbing trades qualification, coupled with solid experience in a similar role, or extensive experience in a similar role, coupled with ongoing professional development.
2. Proven ability to organise staff, plant and other resources across multiple work sites.
3. Demonstrated ability to communicate with others verbally and in writing, including the preparation of basic documents and reports.
4. Proven track record supervising and supporting staff to undertake their day-to-day work.
5. Demonstrated experience with Microsoft Word, Outlook and Excel.
6. WHS General Construction Induction Card.
7. MR Licence (manual).

Desirable Criteria

1. Demonstrated understanding and application of:
 - a. Water Services Association Australia codes
 - b. Auspec relevant to water and sewerage network infrastructure
 - c. AS3500.
2. Knowledge of and experience using telemetry or SCADA systems.
3. Prepare a Workzone Traffic Management Plan certification.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Intermediate
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Intermediate
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Foundational
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Foundational
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Foundational

Date:

Agreed:

Employee Name

Employee Signature