



POSITION NAME: WATER & WASTEWATER MANAGER

SECTION: WATER AND SEWERAGE

DIRECTORATE: UTILITIES

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1. REMUNERATION

Grade 22 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Director of Utilities

b) Positions directly reporting to this position:

- Water and Waste Water Coordinator
- Treatment Plants Coordinator
- Quality Systems Supervisor

3. PURPOSE

To manage infrastructure responsible for the delivery of Potable and Raw Water through Council's reticulated network and ensuring it complies with Australian Drinking Water Guidelines (ADWG) and Regulatory requirements. Also to efficiently manage the treatment and conveyance of Wastewater to ensure it complies with the Environmental Protection Authorities (EPA) licencing and regulatory requirements.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Director of Utilities
- Engineering Design & Approvals Manager
- Water and Wastewater Coordinator
- Planning & Environment Manager
- Development Assessment Planners
- Assets Management Coordinator
- IT and GIS Staff

External

- Government Department and Agencies (EPA, NSW Office of Water)
- Murrumbidgee Irrigation

- General Public
- Contractors
- Consultants and other professionals
- Applicants / Developers
- Community Organisations
- Local Government Council Officers

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures

- Comply with Local Government State Award
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
- Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility
- Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility
- Actively participate and contribute to the development of plans, policies and procedures

Customer and Community Relations

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times
- Promote a culture of understanding exceeding customer expectations
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

Work, Health and Safety

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities
- Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework
- Acquire and maintain knowledge of Work Health and Safety matters
- Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role
- Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance

Teamwork

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace
- Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives

- Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner
- Promote a culture that encourages and values the contribution of staff to the achievement of Council activities

Record Keeping

- Ensure accurate and timely record keeping in accordance with Council's requirements
- Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions

Training and Development

- Actively participate in Council's training and development programs as required
- Identify and ensure the delivery of relevant training for staff in areas of responsibility

Continuous Improvement and Innovation

- Promote the development of more efficient work practices
- Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business opportunities that enhance Council's existing capabilities

Environment

- Consider the protection of the environment in decision making and in the undertaking of all Council activities

General

- Perform other duties as required consistent with the level of competencies of the position
- Accomplish tasks while working under limited / minimum supervision
- Work with allocated resources and budget to meet or exceed expectations of Council
- Administer and ensure efficient and appropriate use of Council resources

6. PRINCIPAL ACCOUNTABILITIES

- Manage the Potable water treatment process and water reticulation system to ensure that it always meets the Australian Drinking Water Guidelines.
- Manage the treatment and conveyance of Wastewater to ensure it complies with the Environmental Protection Authorities (EPA) licencing and regulatory requirements.
- Manage Council staff responsible for the delivery of Potable Water, Raw Water and Wastewater through Council's treatment process and reticulated network to ensure they are working efficiently and have the appropriate resources available to carry out their duties.

- Ensure all infrastructure related to the treatment and delivery of Potable Water, Raw Water and Wastewater is efficient, operational, maintained and complies with the relevant Australian Standards, Codes and Regulatory requirements.
- Ensure the GIS mapping system (Intramaps) and asset registry is a reliable source of information that is regularly updated with current information relating to Water and Wastewater infrastructure.
- Provide Water and Wastewater engineering assessment reports with appropriate recommendations and conditions of consent to the Development Engineers and Sustainable Development Department for development applications and development related matters.
- Provide assessment and recommendations on the Strategic Planning of Council's Water and Wastewater infrastructure.
- Ensure an Emergency Management Plan for Water and Wastewater infrastructure is developed, implemented and reviewed annually.

7. KEY DUTIES

- Provide Engineering advice and recommendations to staff, contractors and consultants regarding the operation, performance and treatment processes of Council's Water Treatment Plants, Sewage Treatment Plants and the Griffith Water Reclamation Plant and associated reticulated systems.
- Review, recommend and assist in improving Water and Wastewater assets database.
- Prepare and submit regular operational and performance reports to the Director Utilities covering the following main areas:
 - Water and Wastewater quality versus relevant Standards and regulatory requirements.
 - Operational (civil, electrical, mechanical, and communication) issues affecting the operation / performance of the Utilities Water & Wastewater department
 - Programmed maintenance compliance
 - Asset replacement and capital works programs
 - Energy consumption / conservation
 - Staffing matters
 - Monitoring of expenditure against budgets
- Schedule works programs and projects for works at the treatment plants.
- Provide project management support to capital and major maintenance works undertaken ensuring they comply with Council's codes, policies and procedures and meet Work Health and Safety requirements.
- Prepare Contract Specifications for the above projects and coordinate the assessment of tender bids.
- Produce minor design drawings supporting capital works relating to water and sewer assets.
- Make recommendations on improvements in the operational, maintenance and design performance of the various plants.
- Develop, monitor, report and review programmed maintenance schedules and their compliance.
- Review the SCADA / telemetry network and its functionality.
- Review the Pollution Incident Response Management Plant (PIRMP) for Griffith Water Reclamation Plant.
- Manage water and wastewater quality testing and analysis.

MANAGE & DEVELOP PEOPLE

- Manage staff ensuring that duties are carried out in accordance with current Position Descriptions and make changes where required to ensure optimum performance to suit organisational requirements.
- Conduct annual staff appraisals, skills audits and training programs as required of supervised staff.
- Give feedback to staff and acknowledge and praise good performance
- Proactively manage unsatisfactory work performance or conduct in line with Council Policy
- Monitor and report on overtime and callouts.
- Make decisions in a fair and consistent manner
- Implement changes in a timely and effective manner

MANAGE RESOURCES

- Monitor expenditure against budgets to meet or exceed expectations of Council.
- Assist the Director Utilities with the annual budget process in respect to preparing and submitting estimates and bids for capital and maintenance works.
- Administer and ensure efficient and appropriate use of Council resources.

MAINTAIN A SAFE WORK ENVIRONMENT

- Implement Work, Health and Safety practices and monitor compliance.
- Assist in development of Councils WHS policy and procedures.
- Actively identify risks and ensure they are assessed and eliminated or controlled.

ASSET MANAGEMENT

- Liaise & co-ordinate with the Asset Engineer the ongoing development of the water and sewerage asset database
- Prepare and maintain short term and long term Asset Management Plans for all water and wastewater functions
- Establish/ review procedures for the capture, inputting and management of all relevant asset data
- Review all water and sewerage data to determine gaps/errors/incomplete data
- Establish all prioritised data collection program to capture missing/incomplete data
- Oversee the development of the Assetic Database System
- Ensure Keep record of inspections to enable checking Work as Executed Drawings and new work updates are given to Council's GIS department to regularly update the GIS mapping system for Intramaps
- Review existing water and sewer information displayed on Intramaps and provide updating details to GIS/Assets Section
- Monitor performance and report on metered water supply zones, pressure reduction zones and pressure reduction valve installations.
- Keep abreast of new technologies relating to asset data collection and use.

PROJECTS AND DESIGN

- Prepare contract documents for projects to meet the annual works program including:
 - Trunk and Reticulation Mains Extensions
 - Reticulation mains replacements
 - Refurbishment of reservoirs, pump stations, treatment plants
 - Prepare and monitor the annual works program against the time and budget
 - Implement the computer modelling of water and sewer systems
 - Administer Contracts in the field
 - Administer the resource sharing Engineering Agreement with various Councils.

FINANCIAL AND MANAGEMENT PLANS

- Prepare programs and costings for annual budgets including:
 - Capital works
 - Studies by consultant
 - Monitor various sources for grants and where appropriate, prepare grant applications with the Group Manager and Grants Coordinator

8. COMPULSORY REQUIREMENTS OF THE POSITION

- NIL

9. KEY SELECTION CRITERIA

ESSENTIAL

1. Degree in Engineering (Civil, Mechanical or Chemical) acceptable to the Institution of Engineers Australia or tertiary qualifications in Engineering (Civil, Mechanical or Chemical) with demonstrated relevant experience in the Engineering discipline.
2. Demonstrated experience and advanced understanding of the functions of both water and wastewater treatment operations and maintenance.
3. Demonstrated experience in the project management of civil / mechanical works in water and wastewater or related field.
4. Demonstrated ability to Manage and lead multi-disciplinary teams, contractors and manage plant and resources relating to the delivery of water and the treatment of wastewater.
5. Demonstrated high level of interpersonal and communication skills (written and verbal) including report writing and the ability to relate to people across a range of backgrounds.
6. Demonstrated experience with problem solving, trouble shooting and decision making.
7. Demonstrated sound computer experience & knowledge in MS Office and CAD software programs
8. Demonstrated prioritisation and time management skills.
9. Sound knowledge of budget preparation and demonstrated experience with expenditure monitoring.
10. Demonstrated ability to investigate, evaluate and design water and wastewater infrastructure projects.
11. Demonstrated knowledge of asset management inspection, policy and recording.
12. Hold a current Driver Licence
13. Hold a General Construction Induction Training certificate (GIT or white card)
14. Demonstrated Understanding of Equal Employment Opportunity legislation.
15. Knowledge and of Occupational Safety and Health legislation and regulations specific to the area of work.

DESIRABLE

1. Experience with EPANET software packages.
2. Demonstrated experience with SCADA (Supervisory Control and Data Acquisition), and PLC (Programmable Logic Controller) packages.
3. Demonstrated experience in Dissolved Air Floatation (DAF) water treatment and Membrane Bioreactor (MBR) wastewater treatment processes.
4. Knowledge and demonstrated experience in tendering procedures, preparation of contract documents and tender evaluations

DESIRABLE LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
5. Certificate IV (or equivalent) in Water Operations (Water Treatment) and Water Operations (Wastewater)				
6. Hold a current Confined Space Entry Certificate				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

I Infrequent: exposure to the physical factor two – three times a year on average
O Occasional: exposure to the physical factor less than twice a week on average
F Frequent: exposure to the physical factor 3 - 4 times a week on average
C Constant: exposure to the physical factor more than 5 times a week on average
R Repetitive: exposure to the physical factor multiple times in an hour
S Seasonal: Activity involves seasonal variations
N/A Not Applicable
≡ Winter
* Summer

Demands	Description	I	O	F	C	R	S	NA
Physical Demands of Job Tasks								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels		X					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X						
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			X				
Standing	Tasks involve standing in an upright position without moving about			X				

Demands	Description	I	O	F	C	R	S	NA
Driving	Tasks involve operating any motor powered vehicle				X			
	Tasks involve driving vehicle on unsealed roads.			X				
Sitting	Tasks involve remaining in a seated position during task performance					X		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.			X				
Walking/Running	Tasks involve walking or running on even surfaces					X		
	Tasks involve walking on uneven surfaces			X				
	Tasks involve walking up and / or down slopes		X					
	Tasks involve walking whilst pushing/pulling objects	X						
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant				X			
	Tasks involve climbing over or under machinery	X						
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X						
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.	X						
	1. Light lifting/carrying (0-9 Kg)		X					
	2. Moderate lifting/carrying (10-15 Kg)	X						
	3. Heavy lifting/carrying (16 Kg and above)							X
Restraining	Tasks involve restraining animals / objects							X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.							X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.							X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X		
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					X		
Sensory Demands of Job Tasks								

Demands	Description	I	O	F	C	R	S	NA
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					X		
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment		X					
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals		X					
Exposure to Chemical Hazards								
Dust	Tasks involve working with dust - e.g. sawdust							X
Gases	Tasks involve working with gases	X						
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.		X					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X						
Working Environment								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia		X					

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description reviewed: July 2018

Job Evaluation Assessment Date: 3 July 2018

I accept the requirements of the position description and I can deliver its required outputs.

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(print name)

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(signed)

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(date)