*Leeton Shire Council Staff Mission and Values:*

* *Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.*
* *We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:*

***Trust Respect Integrity Collaboration Communication Innovation***

* *With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of* ***wellbeing*** *and* ***safety*** *and show and receive* ***loyalty****.*

POSITION DETAILS

|  |  |
| --- | --- |
| Position Title | **Manager Water & Waste Water** |
| Directorate | Operations  |
| Department | Water & Waste Water |
| Location | Leeton Shire Council Offices, 23-25 Chelmsford Place, Leeton. |
| Salary Grading | Grade 19 |
| Employment Status | Ongoing – Full Time (after successful completion of the 6 month probation period) |
| Hours of Work | 70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.  |
| Supervisor | Group Manager Operations |
| Staff Reporting to Position | **Direct:*** Water & Waste Water Coordinator
* Engineer Water & Waste Water
* Business Support Officer
 | **Indirect:*** Water & Waste Water Superintendent
* Sewer Operator in Charge
* Sewer Attendants x 3
* Water Operators x 4
* Water & Waste Water Supervisor
* Ganger
* Plant Operator
* Labourers x 5
 |
| Key Internal Relationships | * Manager ICT
* Waste & Recycling Coordinator
* Senior Management Team
* Communications Coordinator
* Manager Finance
 | * Manager People & Organisation Development
* Manager WHS, QA & Risk
* Engineering Services
 |
| Key External Stakeholders | * Development Industry
* State and Federal Government Agencies
* Contractors
 |

PRIMARY PURPOSE OF POSITION

* Responsible for managing the Water and Waste Water operations in compliance with statutory regulations and best practice principles and to the required levels of service.
* Ensure that new infrastructure for subdivisions and developments is provided in accordance with acceptable standards and conditions.

*This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.*

*All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles*

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

**Finance:**

* Prepare and review annual operational budgets
* Prepare and review capital expenditure budgets
* Monitor budget income and expenditure and complete quarterly budget reviews
* Identify opportunities for cost savings and external funding sources including grants
* Develop and implement appropriate fee structures

**Strategy:**

* Identify risks, issues and opportunities related to the performance of existing infrastructure
* Develop long term plans and strategies that meet the future needs of the community
* Proactively manage the Council’s legislative and legal obligations to ensure overall compliance and take steps to manage the Council’s reputational risk
* Ensure Operational Plans are in place and regularly reviewed to ensure alignment with Delivery Program, Annual Operational Plan and levels of service
* Develop Council policy that reflects LSC’s philosophy and approach

**Customer/Stakeholder:**

* Provide a range of high-quality services and facilities to meet customer/community needs
* Develop and maintain strong working relationships with key external and internal stakeholders to enable delivery of established LSC objectives
* Represent the Council on relevant committees, groups and forums
* Provide effective advice and recommendations to customers and stakeholders
* Establish and maintain mechanisms for community engagement

**People Management:**

* Ensure Training plans are in place to comply with legislative requirements to maintain required skills
* Allocate project roles and responsibilities across the team
* Lead and develop the team to ensure individual accountabilities and team performance objectives are achieved
* Develop a work force resource plan that recognises current and future skill requirements in your area
* Proactively manage resourcing of teams including gaining approval for recruitment and being involved in staff selection as required.

**Operations:**

* Overall management and oversight of the operations of the Water and Waste Water Department including; filtration plants, sewage plants and reticulation systems in accordance with Council’s policies and procedures and NSW statutory regulations.
* Responsible for the strategic development of long-term plans to optimise the efficiency and effectiveness of the network, including Integrated Water Cycle Management Plan, Asset Management Plans and servicing strategies.
* Responsible for Capital Program development and delivery, including Project Management in collaboration with the Project Management Office.
* Ensure Councils Water and Waste Water assets are efficiently managed over their full economic life cycle.
* Identify and implement improvements and enhancements to operational services.
* Devise and implement plans to manage identified operational and environmental risks.
* Ensure implementation of applicable industry best practice and government guidelines to achieve legislative and regulatory standards.
* Manage and administer contracts and tenders in collaboration with the Procurement Coordinator and, supervise and coordinate contractors.
* Set up auditing and reporting controls to manage quality and effectiveness of function.
* Ensure preparation of reports for projects and activities for Senior Management Team and Council.
* Ensure water and wastewater systems (such as SCADA) are operated effectively and optimised.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

* Working safely so as not to put yourself or other at risk.
* Stopping work in circumstances that are deemed and immediate risk to health and safety until a satisfactory solution is agreed/implemented.
* Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
* Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
* Attend all required WHS training.

A full list of Leeton Shire Council’s WHS responsibilities and accountabilities are available within the ‘Conditions of Employment Essential Information’ document.

SELECTION CRITERIA

**Essential:**

Qualifications/Licences/Experience:

1. A Degree in Engineering or equivalent with a minimum of 8 – 10 years’ relevant experience.
2. Demonstrated experience in Project Management, Contract Management and Asset Management.
3. It is mandatory to possess and maintain at least a current Class C driving licence. Failure to maintain such licence may be grounds for dismissal.

**Skills and Attributes:**

1. Proven ability to manage, lead and build effective teams with staff at all levels, liaise with Government agencies and members of the public.
2. Knowledge of water filtration operations and sewer treatment - procedures, delivery and disposal.
3. Knowledge of trade waste obligations and regulations
4. To have demonstrated experience in the management of budgets and the ability to achieve outcomes within budget and to defined time lines.
5. Excellent written and verbal communication skills and the ability to represent Council formally at meetings, events and functions.
6. A demonstrated ability to lead change with high levels of motivation, dedication, tenacity and resilience when faced with challenges.

**Desired Requirements:**

* Post graduate qualification in Business/Management or equivalent.

I ………………………………………………… hereby accept the terms and conditions set out in this position description for Manager Water & Waste Water.

Dated this day of 2021.

……………………………………………………………….

Signature

……………………………………………………………….

Jackie KRUGER

General Manager