

Position Description

Wastewater Network Supervisor

Updated: August 2026

Position Details

Position No:	500 523
Department	Infrastructure and Sustainability
Employment Status:	Permanent Full Time
Reporting to:	Infrastructure Operations Manager
Direct Reports:	4-6
Indirect Reports:	0
Financial Delegation:	Up to \$10,000
Band/Level	Administrative/Technical/Trades Band 2, Level 2
Grade:	Grade 13
Allowances	On Call Allowance

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

This position is responsible for coordinating and supporting the planning, delivery and review of wastewater projects identified within Council's Delivery and Operational Plan.

This role provides effective leadership and supervision of Council's sewer crews, ensuring projects are delivered safely, on time, within budget and in accordance with relevant legislation, standards and Council policies. The position plays a key role in maintaining service reliability, regulatory compliance and continuous improvement across Council's water infrastructure network.

This position is responsible for the effective supervision of Council's sewer reticulation staff including the planning of project and maintenance works programs, the monitoring of staff performance, the supervision of contractors and the tracking of budgets.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

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Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Engage professionally with customers, stakeholders and the general public, responding to enquiries and issues in accordance with Council policies, procedures and customer service standards.
2. Ensure appropriate project management systems and documentation are implemented and adhered to in accordance with project requirements and Council standards.
3. Oversee and coordinate maintenance and construction projects to ensure compliance with quality, safety, budget and environmental obligations.
4. Assist in the operation of Council's sewage treatment plants, pump stations, advanced water recycling facility and Council recycled water system.
5. Plan and coordinate the daily activities of the sewer crews to deliver projects within approved budgets and agreed timeframes.
6. Review and contribute to technical specifications and contract documentation for inclusion in capital works tender processes.
7. Support the administration and supervision of contractors to ensure works are delivered in accordance with specifications, relevant standards and Council procurement requirements.
8. Supervise staff according to Council's policies and procedures and implement Council's Positive Behaviour framework.
9. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act*.
- Identify, assess and treat risk relevant to the position.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.



Supervisory Accountabilities

- Build, promote and sustain a culture within the team that enables effective teamwork, collaboration and continuous improvement.
- Regularly appraise staff performance and provide constructive feedback and ensure ongoing development in accordance with Council's performance review system.
- Ensure staff are suitably trained and establish a training and development plan for staff with an emphasis on succession planning.

Position Requirements

Essential

1. Certificate III in Wastewater Operations, Civil Construction **OR** extensive experience in Civil Engineering combined with supervision experience.
2. Minimum of three years' relevant experience, preferably in a Local Government setting.
3. Sound project management skills and ability to plan, prioritise and execute multiple projects, including innovative approaches to problem diagnosis and resolution, and process improvement.
4. Strong communication and negotiation skills, with a proven ability to work collaboratively with various stakeholders in order to determine the best solution to achieve organisational outcomes.
5. Strong standard of IT literacy, computer and software skills, including proficiency in Microsoft 365 applications.
6. Current and maintained NSW Driver's Licence.
7. SafeWork NSW Construction Induction (White Card)

Desirable

1. Qualification in Project Management.
2. Trade Waste Awareness
3. Knowledge of the role, functions and responsibilities of Local Government.
4. Certificate IV Leadership and Management or equivalent
5. Cert III Training and Assessing
6. DPIE Part I & II
7. Supervision of Asbestos removal



Key Relationships

Who	Why
Internal	
Infrastructure Operations Manager	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Direct Reports	• Develop work plans and review progress, provide direction and manage performance and productivity • Identify training and development needs. • Resolve and provide solutions to issues.
Council Staff	• Provide expert advice on a range of Engineering related issues and strategies. • Optimise engagement to achieve defined outcomes.
External	
Community, business and industry stakeholders	• Develop, maintain and leverage professional relationships. • Provide expert advice on a range of Operations-related strategies, projects and programs. • Manage expectations and resolve issues.
Contractors, consultants and suppliers	• Engage, manage and monitor progress as required.
Customers	• Coordinate provision of friendly, responsive, accurate and consistent information, advice and service. • Resolve complaints and de-escalate challenging interactions. • Negotiate outcomes and timeframes and manage information flow to ensure prompt resolution of issues.



Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results 	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
Resources 	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Intermediate
Workforce Leadership 	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate



Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name:

Signature:

Date://



ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Supervisors (with delegation)	
Are responsible for implementing, monitoring and reporting on WHS policies and procedures within their area of responsibility.	
Responsibility	Performance Measure
1. To support the implementation of all WHS policies and procedures.	- Lead staff meetings/site start-up meetings that focus on or include a mandatory WHS component. - Ensure all workers (contractors and volunteers) affected by the work are included in WASP completion. - Contribute to the development SWMSs for high risk activities as required. - Provide on-the-job training as required. - Ensure all workers are inducted effectively for the type of work they are doing, particularly for high risk activities e.g. use of plant. - Carry out WHS improvement actions from WHS risk registers as delegated by relevant managers. - Lead by example and promote sound WHS practices at every opportunity. - Support workers in the notification of all incidents. - Investigate incident reports when required, ensuring corrective actions are undertaken and reported to the Manager.
2. Provide supervision for workers to ensure work activities are carried out in a safe manner.	- Ensure constant supervision of volunteers and young people in the workplace is provided. - Monitor contractor activities daily. - Monitor remote worker activities (fatigue, vehicle, duress) daily.
3. Monitor the implementation of the WHSMS in your area.	- Conduct a weekly review of the implementation of WASPs, SWMSs and high risk work permits e.g. confined space entry permit, and report. - Complete five work site inspections each week and report (Go See). - Conduct weekly project site inspections on construction projects and report - if applicable - Ensure all plant and equipment are regularly inspected, kept clean and in good working order. - Review SWMSs with all staff as per the documented review date or after an incident or significant change in the workplace. - Participate in the annual WHS risk register review for your work area.



ANNEXURE B - Organisational Chart

