

POSITION DESCRIPTION

Position Title:	Network Coordinator
Position Number/s:	INF-123
Employment Type:	Full Time, Permanent
Hours of Work	72.5 hours per fortnight, nine (9) day RDO
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 6
Location:	Council's Airport Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Water & Wastewater

POSITION OBJECTIVE

The Network Coordinator is responsible for leading and coordinating the delivery of Council's water and wastewater reticulation services to ensure safe, reliable and compliant outcomes for the community.

Working under limited direction, the position provides operational leadership, technical advice and strategic oversight of network assets, maintenance programs and infrastructure renewal initiatives. The role exercises delegated decision-making authority, manages resources and operational risks, and contributes to the achievement of departmental and organisational objectives through effective planning, asset management and continuous improvement.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-120 Manager Water and Wastewater

Directly supervises: INF-133 Plumbing Team Leader

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Foster a positive and accountable workplace culture with a strong focus on workplace health and safety and consistently deliver on workplace health and safety performance measures identified in Council's Safety Management System.
2. Effectively lead and supervise employees in accordance with contemporary human resource management practices to achieve efficient and effective service delivery outcomes for the Network Operations section including:
 - Managing the performance and delivery of approved reticulation service standards and programs;
 - Ensuring required standards of work are delivered within the agreed timeframes;
 - Ensuring compliance with Council's Safety Management System, policies, procedures, legislation and regulatory requirements;
 - Monitoring service delivery, operational performance and expenditure against approved budgets; and
 - Planning and allocating labour, plant, materials and contractor resources to achieve service delivery objectives.
3. Contribute to the development, implementation and review of asset management plans and coordinate the delivery and evaluation of service standards, inspection programs, planned and preventative maintenance programs and approved capital works programs within the position's area of responsibility.
4. Provide specialist technical and operational advice to the Infrastructure Services Senior Management Team to support the planning, prioritisation and delivery of the Program of Works, including recommendations relating to asset management, network performance, service delivery and operational risk.
5. Coordinate and oversee the delivery of Council's water and wastewater reticulation services by:
 - Monitoring and evaluating network condition, performance and reliability;
 - Determining maintenance, renewal and replacement priorities based on asset condition, service requirements and operational risk;
 - Identifying critical assets, network vulnerabilities and operational risks and implementing appropriate mitigation strategies;
 - Coordinating the management of critical spares and emergency materials arrangements;
 - Ensuring the integrity and accuracy of asset inspection, maintenance and performance data; and
 - Developing and maintaining productive relationships with internal and external stakeholders to support services delivery outcomes.
6. Prepare annual and revised budget submissions for areas of responsibility in accordance with Council's Budget Guidelines and monitor expenditure and program performance against approved budgets, identifying and reporting material variances. Contribute to asset renewal, service improvement and long-term infrastructure planning through analysis of asset condition, network performance, asset criticality and operational risk.
7. Develop, implement and review operational procedures, work practices and service delivery frameworks and exercise delegated authority in establishing, prioritising and adjusting works programs to optimise service delivery, resource utilisation and organisational outcomes.
8. Coordinate the scoping, procurement, contract administration and performance management of contractors and suppliers, including the assessment of service requirements, evaluation of contractor performance and recommendation of contract management actions.
9. Lead the coordination of responses to significant reticulation incidents and emergencies, including water main failures, sewer blockages, service interruptions and network overflows, ensuring appropriate escalation, investigation, communication and corrective action.
10. Utilise Technology One Enterprise Resource Planning modules, Council's Enterprise Content Management (ECM) system and other corporate systems to support operational planning, service delivery, reporting and the maintenance of accurate records.
11. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply

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with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.

12. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience leading, mentoring and developing employees to achieve operational objectives and foster a positive, safety-focused workplace culture.
- Demonstrated ability to work under limited direction, exercise sound judgement and initiative, and develop operational procedures, work practices and frameworks.
- Demonstrated experience in the coordination and management of water and wastewater reticulation services, asset management programs, maintenance planning and service delivery outcomes.
- Extensive knowledge of water and wastewater reticulation systems, including network performance, operational management, switching requirements and flow and pressure interactions.
- Sound understanding of asset management principles, including condition assessment, planned maintenance, lifecycle planning and risk-based decision making.
- Demonstrated project and resource management skills, including procurement, contract management, budget preparation and monitoring, and the ability to establish priorities and allocate resources to achieve organisational objectives.
- Well-developed communication, stakeholder engagement and negotiation skills, including the ability to provide specialist advice, influence outcomes and build productive working relationships.
- Strong understanding of Workplace Health & Safety requirements and knowledge of quality, environmental and risk management systems.
- Demonstrated knowledge of legislation, standards and regulatory requirements relevant to water supply, wastewater reticulation and plumbing activities, including:
 - the *Water Supply (Safety and Reliability) Act 2008*;
 - the *Plumbing and Drainage Act 2018* and *Plumbing and Drainage Regulation 2019*;
 - the National Construction Code Volume Three (Plumbing Code of Australia);
 - the Queensland Plumbing and Wastewater Code;
 - relevant Australian Standards;
 - Council's permit, notifiable and minor work procedures.
- Well-developed skills in Microsoft Office and corporate information, asset management and business systems, including the ability to analyse data and prepare reports to support planning and decision-making.

Desirable:

- Sound knowledge of Council's water and wastewater reticulation networks.

| Education/Qualifications |

Essential:

- Certificate III in Water Industry Operations, Trade Qualification in Plumbing, or demonstrated equivalent experience.

Desirable:

- Trade qualification Plumber and Drainer qualifications.
- Certificate IV or higher qualification in Leadership and Management, Asset Management or a related discipline.

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| Licences |

Essential:

- Possession and maintenance of a minimum Queensland 'C' class drivers' licence.
- General Safety Induction Certificate (Construction Industry) – Blue/White Card.

Desirable:

- Possession and maintenance of current Queensland occupational plumber and drainer licences issued by the Queensland Building and Construction Commission (QBCC).
- Possession and maintenance of a current Queensland 'MR' or 'HR' Class Driver Licence.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- Use computers, business systems and mobile technologies for extended periods to undertake planning, reporting, analysis and communication activities.
- Attend meetings and undertake site inspections and assessments across the Council area.
- Operate a motor vehicle as part of normal duties.
- Access operational sites and infrastructure, including walking on uneven surfaces and outdoor terrain.
- Wear required personal protective equipment (PPE) when attending operational worksites.
- Occasionally lift and carry light equipment, records or inspection tools.
- Respond to emergencies and operational incidents, including participation in after-hours callouts where required.

Working Environment

- Work is primarily office-based, with regular use of computer systems, asset management software and communication technologies.
- Frequent interaction with operational staff, contractors, customers and stakeholders.
- Regular travel throughout the region to inspect infrastructure, monitor works and attend meetings.
- Occasional exposure to outdoor environmental conditions including heat, dust, noise, rain and uneven terrain during site visits and inspections.
- The position is required to participate in the rostered after-hours on-call arrangements and may be required to undertake callouts, emergency response, reasonable overtime and weekend work to maintain the continuity of Council's water and wastewater services.

Pre-Employment Checks, Health Monitoring and Immunisation

This position requires a pre-employment medical assessment, including a drug and alcohol screen. A national criminal history check will also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is subject to the Workplace Immunisation Program due to potential exposure to occupational health risks associated with plumbing and wastewater activities.

The position requires immunisation against Hepatitis A, Hepatitis B and Tetanus. Additional vaccinations or health monitoring requirements will be determined in accordance with Council's P0199 Vaccinations and Health Monitoring Procedure and the risks associated with the position.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:** _____
(Name)

Date: _____

Executive Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____