



Position Title:	Water and Wastewater Supervisor		
Position Code:	P238	Evaluated:	27/05/2025
Award Classification:	Band:	2	Level: 2
Salary System Grade:	Grade:	3	Minimum Level: 6
Approved:	Matthew Lysaught		Date: 27/05/2025

Primary Purpose of the Position

The Water and Wastewater Supervisor leads a team of Water and Wastewater Operators in the professional and diligent performance of duties related to the operation, maintenance, and repair of Council's water and wastewater infrastructure, including water and wastewater treatment facilities, reservoirs, and pumping stations. The Water and Wastewater Supervisor ensures compliance with the Australian Drinking Water Guidelines and relevant legislation and regulations and assists the Water and Wastewater Coordinator in coordinating resources in a proactive, cost-effective, and efficient manner.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Supervise, coach and lead a team of Water and Wastewater Operators and Trainees to ensure all tasks are completed in a timely and accurate manner in compliance with the monthly, weekly, and daily operational works programs, including the completion of daily timesheets for the team.
2. Perform 'on call' operations and maintenance on a rostered basis. Being 'on call' decide, organise and coordinate resources required to make repairs with minimal disruption to water and wastewater services.
3. Ensure appropriate Work Health and Safety obligations are adhered to, including task-specific and site-specific risk assessments, inductions and toolbox meetings. Ensure safety documents are appropriately maintained and filed. Ensure follow up of issues raised and assist with regular review of risk assessments and safe work method statements.
4. Report all incidents, accidents and near-misses to the Water and Wastewater Coordinator. Assist the Water and Wastewater Coordinator with conducting timely investigations into workplace incidents following due process and report findings to management with recommendations for improvement in compliance with the hierarchy of hazard controls.
5. Assist with maintenance and ongoing improvement of the Water and Wastewater Quality Management System and environmental management system. Complete necessary documentation as required in water quality management systems.
6. Supervise, operate, and maintain water and wastewater treatment plants, reservoirs, pumping stations, monitor treatment processes, respond to failures, interruptions and breakdowns, test and record results, and maintain operational logbooks in alignment with Australian Drinking Water Guidelines, EPA Licences and NSW Health requirements.
7. Identify maintenance requirements, implement, and supervise planned maintenance activities within maintenance schedules to reduce reactive maintenance and occurrence of breakdowns. Assist in the preparation of quotations, and procurement of goods and services to ensure continuous water and wastewater treatment facilities operations.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
 People Management	Management: Develop and manage people.	- Communicate clear roles, responsibilities and required outputs. - Identify appropriate learning opportunities. - Address performance issues and work towards resolution.
 Core	Effective Communication: Listen, Interpret and convey information in a clear and respectful manner.	- Present your ideas and views in a clear and respectful way. - Consider body language and facial expressions and adapt when necessary. - View concerns and disagreements as challenges to be solved, and follow issues through to resolution.
 Core	Ethical Behaviour: Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT values.	- Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values. - Understand and act in accordance with legislative and policy frameworks. - Recognise, seek advice and report misconduct, illegal and inappropriate behaviour.



Key Tickets, Qualifications and Other Skills

1. Tertiary qualifications in Water and Wastewater operations and/or extensive experience in management of water and wastewater systems in a local government environment.
2. Relevant water industry licences and tickets including but not limited to; General Induction for Construction work - "White Card", Confined Space, and Chemical Certificates.
3. Sound knowledge of water and wastewater treatment facilities and principles of water treatment process.
4. High level of problem solving and knowledge of principles of reactive and proactive maintenance activities.
5. Demonstrated basic competence in SCADA and computer operations including Microsoft Word, Excel and Outlook.
6. Current class C Driver Licence.
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Developed** key capabilities as defined in the Key Capabilities Table (above).