ROLE DESCRIPTION

Team Leader Wastewater (Construction)

Directorate	**Service & Project Delivery**	Position Number	**300473**
Branch	**Water Services**	Position Status	**Full - Time**
Section	**Wastewater Network**	Position Grade	**F**
Reports to	**Coordinator Wastewater Network**	Band/Level	**Band 2 Level 2**
Direct reports	**2**	Award	**Local Government (State) Award**
Indirect reports	**NIL**		
Date Authorised	**25/03/2024**		

PRIMARY PURPOSE OF THE ROLE

The purpose of this position is to lead the delivery of planned works including inspection, construction, CCTV push camera, repair and renewal of the wastewater reticulation assets. The position will liaise and collaborate with internal and external stakeholders, and at times interact with community members.

As a leader, excellent communication and interpersonal skills are essential to this position in representing Council in a positive and solutions focused manner.

KEY ACCOUNTABILITIES

1. Lead the team and engage in planned and project activities within investigative, diagnostic and construction of Wastewater Networks, network connections and quality testing that maintains the integrity of Council's wastewater asset network.
2. Ensure planning activities, project tasks and management of environmental management plans are delivered to in accordance to Council's customer service standards, strategic objectives and legislative requirements.
3. Engage in investigative work through smoke testing to locate water infiltration, inflow and illegal connections to wastewater networks.
4. Assessing cost implications and effective management of resources and purchasing due to variations to scope.
5. Translating, communicating and delegation of activities to Crew Members and collaboration with teams to achieve organisational outcomes.
6. Promote a positive WHS culture where understanding, managing and accepting appropriate risk is part of all decision-making processes.
7. Exercises judgement and initiative in resolving day-to-day issues and managing agreed projects in accordance with legislative and regulatory standards.
8. Lead and promote a positive team and customer focused service culture, developing through mentorship, guidance, and performance delivery and management.

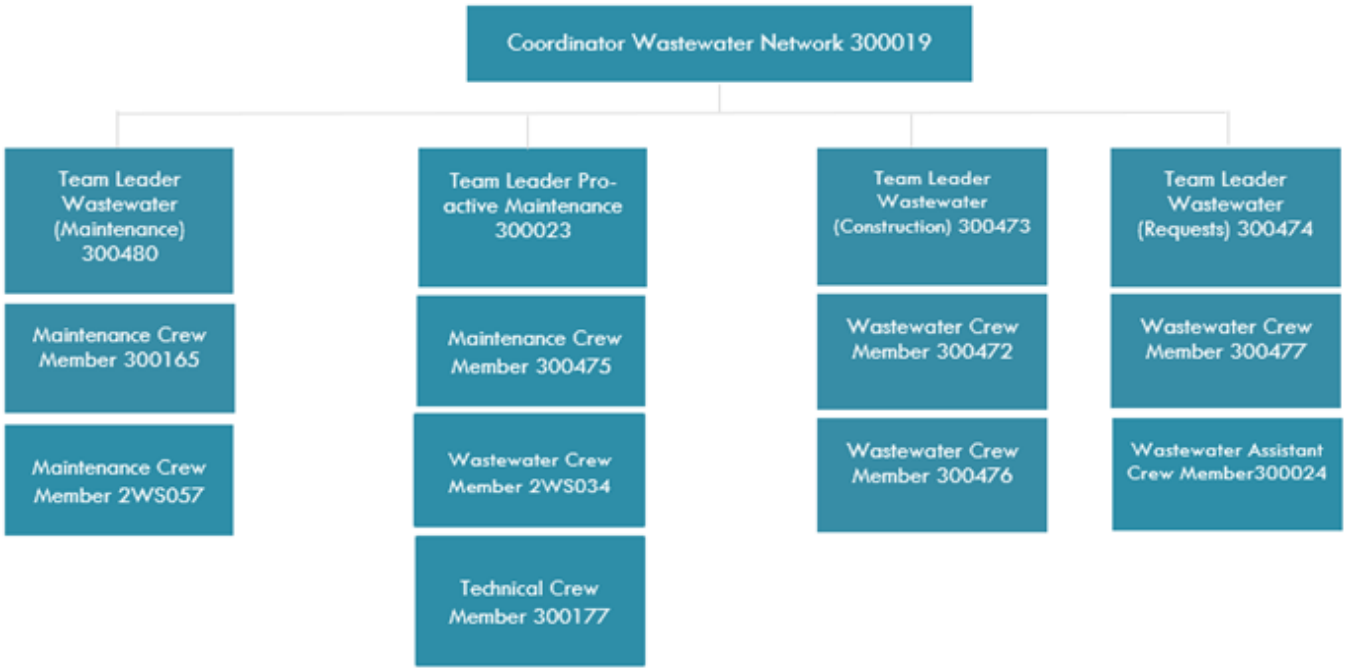
Note: an employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Compilation and processing of complex water services networks through work-related programs
2. Managing a busy and varied workload with competing demands in an environment that can be unpredictable

3. Working in environments whereby the community have direct access to yourself and your crew and can at times become confrontational and challenging

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Coordinator, Engineering Professionals, Project Officers, IT&T	• Consults with and contributes to the determining and scheduling of works and maintenance programs. • Ensuring accuracy of GIS mapping of local government area.
Water Services Teams and Crew Members	• Communicates with the Team Leaders on work program issues in relation to priority setting of works programs and implementation of programs. • Collaborate with teams, coordinate and supervise crew members to ensure most cost efficient use of resources.

External

Who	Why
Private Residence & Commercial Business Holders	• Maintain effective communication with community and business holders to facilitate relationships.
External Contractors	• Consults and collaborates with in coordination and delivery of new connections for developments.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1. Qualification in Water Industry, Civil Construction or relevant discipline and a minimum of four years' experience in water and wastewater construction, and at least two years experience leading and supervising multi-disciplined teams.
2. Demonstrated experience in operating tools and equipment in relation to water and wastewater reticulation operation and construction works, and knowledge of water construction industry standards inclusive of AS3500 and WSAA guidelines.
3. Proven ability in planning, communicating, and coordinating resources for scheduled works that require problem-solving skill set.
4. Demonstrated ability in the use of computer applications, and operating devices effectively, embracing digital solutions for works activities to enable field productivity and scheduling based systems to facilitate day- to-day operations. Experience in the use of GIS mapping would be highly advantageous.
5. Ability to network effectively with key stakeholders in offering advice and support to delivering operational and maintenance services.
6. Demonstrated ability in leading teams, providing effective communication, driving performance and fostering a positive working culture.
7. Hold an MR Drivers Licence, WHS Induction Card, Confined Space Entry Certificate, Working from Heights ticket, Working under Powerlines ticket, Traffic Control Combo (Stop Slow Bat and Implement Traffic Plans), demonstrated competency in the use of an excavator and a willingness to obtain within 12 months of employment; Asbestos Awareness Training, and Skid-Steer Excavator.

ESSENTIAL REQUIREMENTS

- *Maintain drivers licence without restriction and ability to operate manual transmission*
- *Complete immunisation record of Hepatitis A, B and Tetanus*
- *Health assessments and fitness requirements*
- *Participation in Drug & Alcohol testing*
- *Facilitate safe work practices as per WHS legislation and regulation*
- *Participate in on-call roster and overtime (where applicable)*
- *Comply with and participate in Councils training programs and policies, including participation in compulsory and mandatory training.*

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Infrequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Frequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Frequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Frequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Frequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Frequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Frequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Frequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Occasional
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Frequent
Sensory Demands	**Frequency**
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. irate customers	Infrequent
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent

Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Frequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Frequent
Fumes - Exposure to noxious or toxic fumes	Frequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Frequent
Hazardous substances - e.g. Dry chemicals, glues	Frequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Frequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Frequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Frequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Frequent
Confined Spaces - areas where only one egress (escape route) exists	Frequent
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Frequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent

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 all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required *Read the behavioural indicators for each level for the listed capabilities before selecting a level.*					
 **Personal Attributes**	✔	**Manage Self**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Display Resilience and Adaptability**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Act with Integrity	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
 **Relationships**	☐	Communicate and Engage	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Work Collaboratively	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Results**	✔	**Plan and Prioritise**	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Create and Innovate	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Deliver Results**	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
 **Resources**	☐	Finance	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	☐ Foundational	☐ Intermediate	✔ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Workforce Leadership**	✔	**Manage and Develop People**	☐ N/A	☐ Foundational	✔ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Inspire Direction and Purpose**	☐ N/A	☐ Foundational	✔ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Personal Attributes Display Resilience and Adaptability	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback/ advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Results Plan and Prioritise	Adept	• Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Results Deliver Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Workforce Leadership Manage and Develop People	Intermediate	• Clearly communicates roles and responsibilities in the team • Discusses and sets clear performance goals and standards • Gives regular feedback with the aim of improving performance and helping others learn and develop • Recognises development needs of individuals and identifies suitable learning opportunities • Recognises ongoing performance issues and works towards resolving them
Workforce Leadership Inspire Direction and Purpose	Intermediate	• Explains the organisation's mission and how the team's work relates • Promotes the organisation's direction and goals and encourages a positive attitude in the team • Discusses organisational issues with the team and helps them understand decisions in context • Recognises and acknowledges individual and team achievements

Template created by	Name	Date

FORM SUBMISSION
People and Culture

People and Culture Office Use only

Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee	enter a name	Signature		Date	enter a date.
Supervisor / Manager	enter a name	Signature		Date	enter a date.
Director / General Manager	enter name	Signature		Date	enter a date.