

Position Description

Date Reviewed:	July 2026	
Position:	Networks Coordinator	
Business Unit:	Infrastructure	
Directorate:	Utilities	
Location:	Hetherington St Depot	
Reports to:	Business Manager Infrastructure	
Direct Reports:	1 Direct 17 Indirect	
Remuneration:	Grade 12	
Award Classification:	Band 3 Level 3	
Hours of Work:	38 Hours Per Week 7:00am - 4:00pm 30-minute lunch break 9-day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

The position of Networks Coordinator is responsible for the successful planning, programming, coordination and delivery of water and sewer network works.

Position Duties

- Lead and oversee the delivery of water and sewer network maintenance, renewal, rehabilitation and construction programs through the Networks Supervisor, Council staff and contractors
- Develop, implement and monitor annual and multi-year maintenance programs for water and sewer network assets
- Coordinate and prioritise operational works to ensure service delivery objectives, regulatory requirements are achieved
- Manage contracts associated with water and sewer maintenance, construction, renewal and specialist services, ensuring compliance with contractual obligations, quality standards and Council requirements
- Undertake contractor procurement activities including preparation of specifications, tender evaluations, contractor engagement and performance management
- Monitor contractor performance, conduct contract reviews and ensure works are completed safely, efficiently and to the required standard
- Provide leadership, direction and support to the Networks Supervisor and associated operational teams
- Oversee workforce planning, rostering and resource allocation to ensure effective utilisation of staff, contractors, plant and equipment
- Approve staff leave and manage workforce availability to minimise disruptions to operational and programmed works
- Coordinate emergency response and after-hours operational resources, including oversight of on-call arrangements and roster management
- Develop and maintain annual works schedules and detailed work programs in consultation with operational staff, developers, contractors and other stakeholders
- Manage and monitor budgets associated with network operations, maintenance and capital works programs
- Review program performance and provide regular reporting on financial, operational and project outcomes
- Conduct developer inspections to ensure infrastructure works are constructed in accordance with approved designs, standards and specifications
- Ensure water and sewer infrastructure works comply with relevant legislation, Australian Standards, WSA Codes, environmental requirements and Council policies
- Liaise with contractors, government agencies, utility providers and internal stakeholders on network-related matters
- Review and endorse operational procedures, maintenance strategies, risk assessments and safe work practices
- Ensure the implementation of Work Health and Safety systems, risk management processes and continuous improvement initiatives
- Identify opportunities to improve operational efficiency, service delivery, asset performance and customer outcomes
- Participate in recruitment, performance management, succession planning and staff development activities
- Conduct regular performance reviews, coaching and mentoring of supervisory staff
- Maintain accurate and complete records in accordance with Council's Records Management Policy and Code of Conduct
- Carry out other duties within the scope, skills and competency requirements of the position as directed

Essential Selection Criteria

- Degree, Diploma, or extensive experience in Civil Engineering, Water Operations, Construction Management, Asset Management or a related field
- Demonstrated experience managing operational and capital works programs, including planning, scheduling, resource allocation and delivery of infrastructure projects
- Proven leadership and people management skills, with the ability to lead supervisors, operational teams and contractors to achieve organisational objectives
- Demonstrated experience in contractor and contract management, including procurement, performance monitoring, compliance management and administration of works contracts
- Strong knowledge of water and sewer network construction, maintenance and asset management practices, including relevant legislation, Australian Standards, WSA Codes and environmental requirements
- Demonstrated ability to develop and manage works programs, staff rosters and operational resources to meet service delivery requirements and organisational priorities
- Highly developed communication, stakeholder engagement and customer service skills, with the ability to effectively liaise with developers, contractors, regulatory authorities, consultants and the community
- Current Class C Driver Licence
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

Desirable Selection Criteria

- Experience in a Local Government environment, particularly in the delivery and management of water and sewer infrastructure services
- Experience undertaking or coordinating developer servicing activities, including developer inspections, asset acceptance and subdivision works compliance
- Project management qualifications or experience, including delivery of civil infrastructure projects within budget and time constraints
- Trade qualification in plumbing or related field

Competencies

Entry Level:	Satisfactorily meets essential requirements
Level 1:	• Develop, coordinate and monitor annual operational works programs for water, sewer and stormwater infrastructure. • Manage a utilities capital works project or developer-funded infrastructure project from inception through to completion. • Coordinate workforce resources, contractor activities and operational rosters to ensure efficient service delivery.
Level 2:	• Administer service, maintenance and capital works contracts, including contractor performance management, claim assessments, variations and compliance monitoring. • Manage annual maintenance and capital budgets, ensuring projects are delivered within approved financial and operational targets. • Mentor and provide technical guidance to supervisory and operational staff.
Level 3:	• Lead significant asset management initiatives including lifecycle planning, infrastructure strategies, GIS improvements, risk management frameworks and long-term renewal programs. • Develop and implement multi-year maintenance program to achieve service level, financial and asset performance objectives.
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

Supervisors, Superintendents, Team Leaders	
Responsibilities:	Performance Measures:
All Supervisors are also considered as, and hold the WHS responsibilities of Workers	Refer to sheet, WHS Responsibilities and Performance Measures, All Employees/Workers.
Ensure all appropriate actions are taken to implement the WHS Policy and procedures to satisfy legislative requirements.	Staff are aware of all WHS related Policies, procedures and management systems.
Provide feedback to Managers with respect to performance monitoring and compliance with KPIs.	A reporting process to the relevant Manager has been developed for performance monitoring purposes.
Ensure staff are provided with specific WHS job/workplace training as part of their induction.	New employees have been provided with specific WHS job/workplace training.
Ensure staff use and maintain personal protective equipment (PPE) where required.	Evidence sighted that staff have appropriate PPE for job function and that PPE is used and maintained.
Hold meetings with staff to discuss WHS requirements	Evidence that regular toolbox meetings are held with staff to discuss WHS requirements (minutes kept and recorded)
Participate in incident investigations and reporting.	Evidence of assistance provided to Manager in relation to incident investigation when requested.
In consultation with workers, carry out site specific Risk Assessments and develop Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) where required.	Evidence that site specific risk assessments have been completed. Evidence that Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs) have been developed where required. Evidence of consultation with workers.
Ensure staff performs work in accordance with Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participation in formal and informal discussions, workplace inspections, hazard identification and risk assessments Contractor / visitor are subject to WHS induction.
Knowledge of WHS and related legislation	Attendance at WHS training sessions

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N/A
Physical Demands						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					√
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting	√				
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist					√
Standing	Tasks involve standing in an upright position without moving about	√				
Driving	Tasks involve operating any motor powered vehicle	√				
	Tasks involve driving vehicle on unsealed roads	√				
Sitting	Tasks involve remaining in a seated position during task performance			√		
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					√
Walking/Running	Tasks involve walking or running on even surfaces	√				
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes	√				
	Tasks involve walking down steep slopes	√				
	Tasks involve walking whilst pushing/pulling objects					√
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	√				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)	√				
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	√				
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing	√				

Demands	Description	Frequency				
		O	F	C	R	N/A
Sensory Demands						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night				√	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment				√	
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance				√	
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)			√		
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust	√				
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc.					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare	√				
Sunlight	Exposure to sunlight	√				
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room	√				
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	√				
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height					√
Manual Handling	Tasks involve manual handling	√				
Biological Hazards						
Biological Products	Tasks involve working around wastewater/garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	