



**Longreach
Regional Council**
Ilfracombe Isisford Longreach Yaraka

Schedule 2 - Position Description

Position:	Utilities Manager
Incumbent:	Vacant
Position Number:	3009
Directorate:	Works
Team:	Waste, Water and Sewerage
Position Status:	Permanent Full Time
Classification:	Contract – Above Award
Reports to:	Director of Works
Accountable for:	Water and Sewerage Supervisor and Contractors
Located:	Longreach
Revised:	January 2024

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The objective of the position is to provide professional technical support and assistance over a variety of engineering tasks for the management of Council's water supply, sewerage systems and solid waste and will be implementing asset management programs through planning, project management, budgeting, direct supervision and coordination of services.

Position Responsibilities:

Functional Areas	
Water operations, Water infrastructure, Sewer and Recycling/Reuse	• Lead the functions of Water Operations; Water Infrastructure; Sewer and Recycling/Reuse Operations; Sewer Infrastructure; Waste and Recycling Operations; and Waste Infrastructure. • As a member of the Works management team, the position's primary purpose is to deliver on the following services: ○ Support public health and growth through "integrated water cycle management" and the safe and equitable delivery of drinking water supply to residents and business in the LGA. ○ Support public and environmental health through "integrated water cycle management" and the safe and equitable treatment of sewage, the potential delivery of recycled water supply, and improved water quality flows into the environment. ○ Support public and environmental safety and health and generation of business through changing community and business behaviours, minimisation of waste to landfill and greater utilisation of recycled waste. ○ Maintain seamless service delivery to communities in accord with adopted standards ○ Embrace opportunities to improve services and infrastructure for communities ○ Bring together and build on the strengths of strategies, structures, staff and systems.

Key Accountabilities

Within the Works Team, the position is accountable for:	• The planning, performance and policy of the service area/s and associated programs. • Managing resources (people and financial) effectively and in accordance with policy, budget and processes. • Managing assets and risks in accordance with asset plans, risk framework, policies and processes. • Building an engaged and high performing team in achieving agreed outcome by leading, mentoring and motivating them. • Managing and reporting on operational performance in accordance with performance frameworks and legislative requirements. • Contributing constructively to the Council's transformation journey towards becoming a modern future-focused LGA. • Meeting statutory and compliance requirements and reporting. • Review and report on water quality parameters at agreed intervals to ensure compliance with Council's approved Drinking Water Quality Management Plan, Chlorate Management Plan, Blue-Green Algae Management Plan, ADWG, Council's Environmental Authorisation, etc. • Assist in incident reporting, root cause analyses and corrective actions. • Delivering on sustainability initiatives and practices in accordance with strategies, policies and budget. • Ensure efficient and timely delivery of engineering projects, including but not limited to: ▪ Develop grant and funding submissions for projects. ▪ Assist with project estimates, budgets and submissions. ▪ Project documentation, plan preparations, site checking for all works in line with given Project priorities and time lines. ▪ Contract administration for contracted works and contracts awarded to Council. • Managing Councils waste facilities including contractor management, audits, inspections and compliance. • Ensuring asset data in your responsible area is maintained with a high level of accuracy and entered relevant systems at agreed intervals. All appropriate asset data documents and information are maintained and up to date. • In consultation with the Works Director, Supervisor, operators and other stakeholders, develop, implement and maintain pro-active maintenance programs and procedures. • Assisting in the development of standardised defect and condition auditing procedures and the implementation of defined maintenance standards for all asset groups. • Liaising with and assisting other Council Departments.
Other	• Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Position Requirements

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Ability to gain respect and create good working relationships across all levels of Council.
- Demonstrated communication skills with the ability to deal with all levels of the organisation and external agencies.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Demonstrated ability to work with minimal supervision and also within a team environment.
- Exceptional attention to detail and record keeping skills.
- High level customer service skills.
- An ability to read and interpret legislation.
- Developed analytical, problem-solving ability and negotiation skills.

Knowledge

- Sound working knowledge of asset management principles.
- Knowledge and understanding of Council engineering assets and functions.
- Knowledge and understanding of Quality Assurance processes and systems
- Knowledge of Council's policies and procedures and relevant Local Government legislation.
- A working knowledge in the area of WH&S, QA, Environmental and Cultural heritage.
- A thorough knowledge and understanding of WHS requirements, including of how to maintain a safe working environment.
- High level of knowledge and understanding of computer programmes and telemetry/communication systems

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- General Construction Induction card.
- Experience in contract management.
- Demonstrated experience as a solid practitioner in civil, environmental, hydraulic or related engineering field
- Tertiary qualifications in Engineering (Civil or Environmental) or demonstrated experience and competencies in water, sewer and waste.
- Demonstrated knowledge and understanding of the Australian Drinking Water Guidelines, Water Services
- Association of Australia Standards and QLD Planning Policies
- Demonstrated experience and understanding of water and wastewater treatment processes.
- Demonstrated supervisory experience in operation and management of town water supply and sewerage systems.
- High level of computer literacy, including demonstrated experience using, word processing, spreadsheets, databases, email and internet, and SCADA
- Experience in establishing and managing a budget that supports Council's strategic and corporate directions, including consultation with various work teams, accountability for expenditure and revenue, and participation in forecasting and budget management processes.

Desirable Experience/Qualifications

- Effective in the organisation of resources and work schedules to meet asset management expectations.
- Ability to demonstrate a systems view approach of water cycle network, inter-relationships and inter-dependencies.
- Conversant across contemporary engineering techniques and technologies to deliver water, sewer and waste infrastructure and operate those systems.
- Keen eye for effective design solutions.
- Good networker with agencies and across the region.
- Easy style in explaining issues, options and outcomes.
- Local Government experience in similar work environment and knowledge of legislation.

Extent of Authority

- Manages a work area of Council at a higher level of ability.
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies.
- Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.

Delegations and Authorisations

Financial Delegation

- A financial delegation of \$75,000.00 is assigned to this position. Please refer to Council's Procurement Policy and Procedures for details of Councils guidelines as per Local Government Act 2009 and Local Government Regulation 2012. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers.

Vehicle Authority

- A Council vehicle suitable for the range of duties is provided for this position. This vehicle is provided for work use only with the incumbent having commute use, i.e. between home (Longreach LGA) and work and official Council business only with home garaging. Vehicle is to made available as a pool car when not in use.

Physical Requirements

Physical Demand Category

- ☒ Sedentary Work
☐ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs. Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs. Heavy Work – Frequent lifting/carrying of objects weighing up to 20kgs.

Audio-Visual Demands

- ☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

Specific Actions Required

This job may include:

Standing/Walking

- ☐ None
☐ Occasional
☒ 1-4 Hours
☐ 4-6 Hours
☐ 6-8 Hours

Sitting

- ☐ None
☐ Occasional
☐ 1-4 Hours
☒ 4-6 Hours
☐ 6-8 Hours

Driving

- ☐ None
☐ Occasional
☒ 1-4 Hours
☐ 4-6 Hours
☐ 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	☐	☒
Cold	☐	☒
Dampness	☐	☒
Fumes/Gases	☐	☒
Heat/Humidity	☒	☐
Heights	☐	☒
Noise	☐	☒

Repetitive Motions

- ☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	☐	☒	☐
Squatting	☐	☒	☐
Climbing	☐	☐	☒
Twisting	☐	☒	☐
Reaching	☐	☒	☐

- ☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC– SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2 with particular attention to S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU) responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
10. Adhere to the LRC–SMS by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
11. Performing all work and associated functions in a safe, efficient and effective manner;
12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions
18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
22. Attend WH&S Committee meetings as and when required.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Executive Officer – Brett Walsh
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	