

# POSITION DESCRIPTION

<b>Position Title:</b>	Reticulation Coordinator
<b>Position Number/s:</b>	INF-123
<b>Employment Type:</b>	Full Time
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Classification:</b>	Level 6
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

Under limited direction, the Reticulation Coordinator is responsible for providing direction and ensuring compliance with service delivery standards within Infrastructure Services Reticulation Networks maintenance and capital works programs. The position objectives are:

- Development and review of Reticulation service delivery standards and capital works programs;
- Ensuring the timely and cost-effective delivery of Reticulation Network maintenance and capital works programs;
- Identifying and promoting economic strategies to facilitate sustainable service delivery and fostering a positive workplace culture within the Reticulation team.

The achievement of these objectives will be measured through the efficient and economical utilisation of plant, labour and materials, with strong emphasis on compliance with Council's Safety Management Systems.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Water and Wastewater

Directly supervises: Plumbing Team Leader x 2

## DELEGATIONS

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

## KEY RESPONSIBILITIES

1. Lead and supervise the team in a manner consistent with contemporary human resource management practices and principles. Foster a positive workplace culture with a strong focus on work health and safety compliance with a requirement to consistently deliver on work health and safety performance measures as indicated in Councils Safety Management System.
2. Manage the performance of direct areas of responsibility in delivering Infrastructure Services Reticulation service delivery standards and capital works program by ensuring:
  - Required standards of work are delivered within the desired time frame;
  - Compliance with Councils Safety Management System, relevant Council Policies, Codes and Regulations.
  - Performance of works within budget constraints.
3. Consult and collaborate with Infrastructure Services senior management team in relation to the planning, organisation and implementation of the Program of Works, by contributing high quality professional and technical advice relating to reticulation asset management.

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4. Provide updates to immediate supervisor, as per the structure, on progress of areas of responsibility.
5. Preparation of reports to Council concerning direct area of responsibility, for preparation of annual budget.
6. Budget submissions in accordance with Council Budget Guidelines for areas of direct responsibility, for preparation of annual budget
7. Utilisation of ECM, relevant modules of the Technology One Enterprise Resource Planning system and other tools to achieve responsibilities above.
8. Familiarisation and compliance with Council policies that directly impact on position.
9. 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 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.
10. 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:

- Previous experience providing leadership, guidance and supervision to a team to foster a positive workplace culture.
- Experience within a senior role responsible for coordinating reticulation asset management.
- Extensive plumbing, trench operation and pipe laying skills.
- Detailed understanding of the performance, switching and operations of water and wastewater reticulation networks, including flow and pressure interactions.
- Project management ability including works programming, contract management, and budget development and administration.
- Understanding of reticulation asset management techniques, including emerging practices and technologies.
- Sound verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels.
- Sound time management, planning and organisational skills and the ability to coordinate the team to meet deadlines
- Strong understanding of best practice Workplace Health & Safety requirements.
- Sound understanding of associated local government regulatory planning requirements to enable input into town planning determinations.
- Knowledge and understanding of quality assurance, environmental and risk management systems. Well-developed experience with Microsoft Office suite and other software applications

##### Desirable:

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

#### | Education/Qualifications |

##### Essential:

- Plumber and Drainer qualifications

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**Desirable:**

- Certificate IV Leadership and Management.

**| Licences |****Essential:**

- Possession and maintenance of a minimum Queensland 'HR' class manual drivers' licence.
- Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".
- A current Plumber's/Plumbing and Drainage licence.

**PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position requires working in an outdoor environment standing for long periods, manual handling, and physical labour.
- This position may be required travel.
- This position may be required to work weekends and/or overtime as directed and participate in on call roster arrangements.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

**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.

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Executive Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

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## 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:** \_\_\_\_\_