



POSITION DESCRIPTION

POSITION TITLE	Manager Utilities
GROUP / DEPARTMENT	Infrastructure / Utilities
REPORTING TO	Director Infrastructure
DIRECT REPORTS	Supervisor Resource Recovery Supervisor Water & Sewer Technical Officer Services Services Engineer
EMPLOYMENT BASIS	Permanent Full time (70 hour fortnight) Local Government State Award
BAND/LEVEL	Band 3 Level 4
GRADE	Grade 16
APPROVED BY	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

The Manager Utilities is responsible for leading the development, management and maintenance of infrastructure services relating to Edward River Council's water, sewer and resource recovery services.

ACCOUNTABILITY

This position contributes to the performance of the Edward River Council through the following accountabilities from the Accountability Framework:

Business Accountabilities

- B Stormwater Reuse Development & Management
- B EPA Licence Management
- B TechOne Works Orders Management - Waste
- B Deniliquin Landfill Depot
- B Rural Landfill Depots
- B Rural Transfer Stations
- B General Waste Collection
- B Strategic Water Supply and Sewer Planning and Management
- B Water Supply and Sewer Services Administration
- B TechOne works order module - Water & Sewer
- B Water Supply and Sewer Services Private Works
- B Water Treatment Management
- B Public Health Water Compliance
- B Water Supply Reticulation System
- B Water Meters



POSITION DESCRIPTION

- B Sewerage treatment and effluent management
- B Sewerage Pump Stations
- B Sewerage Reticulation System
- B Low Pressure Sewer System
- B Liquid Trade Waste Management

LINKS (INTERNAL)

- Executive Team
- Leadership Team
- Strategic Assets Officer
- Council staff

LINKS (EXTERNAL)

- Government Departments
- Other Local Governments
- Industry organisations and associations
- Contractors and suppliers
- Private Sector Organisations
- Ratepayers and the community

KEY DUTIES AND RESPONSIBILITIES

- Develop, implement and review the Utilities portfolio contribution to the annual Operational Plan, other relevant strategies and plans, ensuring achievement of service and project delivery targets and timely reporting of service performance.
- Develop, manage and review the Utilities portfolio budgets, ensuring cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Facilitate decision making by providing specialist advice, support and information regarding utilities infrastructure management, including water supply and sewerage services, stormwater, levees and resource recovery.
- Lead and develop a culture of continuous improvement and customer service excellence that supports reliable water, sewer and resource recovery assets and services by fostering a culture of disciplined project and portfolio management within the organisation.
- Lead and promote communication and community engagement planning and delivery for the Utilities portfolio to both internal and external stakeholder through Council's approved channels.
- Lead, develop and manage staff in a way that is consistent with Council's values, policies and systems.
- Identify, implement and monitor safe work practices for the Utilities team and service, ensuring a systematic approach to managing risk in line with Council's WHS policies and procedures.
- Develop, manage and improve Council's Water and Sewerage telemetry system.
- Develop and manage a quality assurance program for drinking water and ensure compliance with the Australian Drinking Water Quality framework.
- Develop and manage Council's Sewer Rehabilitation and Relining Program.
- Manage the implementation and operation of Council's Liquid Trade Waste policy.
- Manage Council's Resource Recovery and landfill depot including recycling operations and transfer stations.
- Complete returns/surveys for EPA, NSW Office of Water and other government authorities as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.



POSITION DESCRIPTION

SELECTION CRITERIA

Essential

- Bachelor of Engineering or similar, or equivalent experience in a comparable role combined with ongoing professional development.
- Contemporary experience managing the operation of civil engineering infrastructure.
- Contemporary knowledge and experience in contract and project management, including identifying and reporting potential risks and mitigating strategies to Council.
- Contemporary experience developing and implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Demonstrated ability to think strategically and provide ideas and advice on innovation, change and service delivery.
- Demonstrated ability to collaborate with a breadth of stakeholders including government, business and community.
- Demonstrated ability to lead, develop and manage staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Highly developed written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- NSW WorkCover General Induction for Construction Works in NSW accreditation or equivalent (White Card).
- Current Drivers Licence.

Desirable

- Contemporary experience in a wide range of computer software including AutoCAD or other drafting software, 12D or other civil engineering design software, asset management software and project management software.
- Local Government experience.
- Knowledge of Technology One software.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety



POSITION DESCRIPTION

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.