

POSITION DESCRIPTION

POSITION: Supervisor Minor Construction Water	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Water and Wastewater Services	REPORTS TO: Coordinator Water Operations
GRADE: E	EMPLOYMENT TYPE: Permanent Full-time
HOURS/WEEK: 38	POSITION No.:
DATE: February 2025	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.



THE GROUP/SECTION

Our Water and Waste Services Group is responsible for planning, delivering, operating and maintaining the City's water, wastewater facilities and networks and waste management and resource recovery facilities.

POSITION OBJECTIVES

- Supervise and undertake minor construction works involving water and wastewater infrastructure and maintenance works as required.
- Undertake supervision of commercial water and wastewater works on projects within the Coffs Harbour Local Government Area and remote from Coffs Harbour when required.
- To assist and contribute to the programming, budgeting and administration of minor construction activities.
- Assist the Water & Wastewater Services Section to deliver Capital projects and rehabilitation of water infrastructure as required.
- Carry out flow and pressure tests and pipeline disinfection as required.
- Demonstrate a commitment to City of Coffs Harbour's core values, comply with the Code of Conduct and promote the image of City's as an efficient and professional organisation.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.



- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- The role will undertake quality assurance and quality control activities and take responsibility for all aspects of site supervision including but not limited to:
 - Stakeholder management
 - Plan / drawing interpretation and conformance
 - Prepare estimates and track cost
 - Planning, control and completing works
 - Risk and WHS management
 - Completion of quality assurance documentation
 - Any other civil infrastructure related works
 - Manage subcontractors on site
 - Complete all WAE documentation for addition into asset register and GIS systems
 - Review project outcomes against expected deliverables to improve future projects
- Overall responsibility and accountability for operational delivery for Minor Construction within Water Operations
- Record and monitor site costs and progress against construction estimates and adjust work methods and advise the Coordinator when adverse costing trends occur
- Manage construction plant and vehicles so that they are efficiently utilised to carry out the works
- Effectively communicate by verbal, written and electronic mediums with a range of stakeholders, contractors and staff
- Carry out duties to ensure:
 - All works are completed safely and that they meet the needs of the City's customers with minimum inconvenience or disruption to people and traffic.
 - All customer complaints are rectified as soon as possible.
 - That you adopt an attitude of monitoring and improvement of work methods and materials use and ensure suggestions for improvements or modifications are advised to your Coordinator and implemented with your team.
 - All plant allocated is used efficiently and effectively and maintained and operated safely to The City's codes and standards.
 - That the vehicle assigned to you and by all members of your team are operated and maintained efficiently, effectively and to the required standard.
 - Works undertaken by sub- contractors are in accordance with the contract specification and the job requirements.
- Carry out flow and pressure tests and pipeline disinfection as required.
- Organise and plan best use of vacuum excavation truck while ensuring compliance with operation and disposal of excavated material
- Plan and organise water rehabilitation and repair works on mains and water assets in accordance with defects and identified issues as well as all aspects relating to the water maintenance programs at the request of the Coordinator Water or Technical Officers in the Water Team to the required technical, safety and environmental standards
- Generally, organise allocated tasks to make the best use of plant, materials, time and resources.
- Work within the Water & Wastewater Section teams to ensure that the teams are flexible, adaptive, efficient, productive, and are receptive to changing work practices
- By fair and honest supervision ensure that works assigned to you and undertaken by contract are in accordance with contract documentation or hire agreements.
- When responding to out-of-hours incidents contact appropriate contractor, in accordance with contract documentation or service/hire agreements, or Coordinator, as required

- Provide input as required to the ongoing review of staff operations to ensure delegation, accountability, flexibility and adaptability are accepted and implemented where applicable by all staff
- All aspects of people leadership responsibilities (including staff management, allocation of tasks, coordination of team resources, timesheets, leave applications and performance management).
- Lead staff under your supervision to ensure they are flexible, adaptive, efficient and productive, with particular regard to:
 - Coordinating the allocation and effective use of resources to deliver on the organisation's business needs and work priorities, as determined by the Section Leader.
 - Assist in establishing work teams and individual objectives and the communication of those objectives.
 - Monitoring workloads and outcomes to ensure that targets are being met and duties are undertaken in an efficient and competent manner, in accordance with position descriptions, delegations and City policies.
 - Undertake performance appraisals for staff under your supervision.
 - Assisting staff by facilitating opportunities to develop their skills, qualifications and career aspirations, whilst ensuring the need to plan for staff succession.
 - Ensuring that you, and your staff, are safety conscious and work to the requirements of the WHS Act, WHS regulation and Council's Workplace Health and Safety Management System.
- Be available to participate in an on call roster for after hours emergency call outs to maintain service delivery to the City.
- Works will not be limited to a defined area of the City, and you may be required to work across the Local Government Area.
- Undertake other duties as directed by Coordinators, Team Leaders or Section Leader.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Coordinator Water Operations
- Team Leader Water Services
- Section Leader Water & Wastewater Services
- Water Technical Officers
- Supervisor Wastewater Minor Construction
- Water Supervisors
- Water Operations Team

External

- Customers/Suppliers
- Contractors
- Members of the public and rate payers

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, working hours are weekdays/Monday to Sunday between 06:00 and 19:00, actual start and finish times to be arranged between the employee and people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - On Call allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at the Marcia Street Depot with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Cert IV in Water Operations (or similar)
- General Construction Induction (White Card)
- Class MR Drivers Licence
- Relevant experience in the Water/Plumbing industry
- Relevant experience working with Water systems
- Relevant experience in a leadership / supervisory capacity

Desirable

- First Aid Certificate / CPR
- Certification for Entry to Confined Spaces
- Working at Heights
- Traffic Management
- Asbestos Awareness
- Working Near Overheads Powerlines
- MSMSS00021 - Operate a hydro excavation system

CAPABILITIES

- Demonstrated capability in the supervision of staff, suppliers, and contractors.
- Demonstrated high level verbal and written communication skills.
- Demonstrated high level interpersonal skills.
- Demonstrated skills working in a team environment.
- Demonstrated high level computer and digital literacy including ability to utilise project scheduling and information management software systems
- Demonstrated knowledge of water reticulation systems.
- Demonstrated experience in project management principles, infrastructure maintenance management planning and scheduling.
- Demonstrated experience with Technology One software systems

Position Demands Analysis

Supervisor Water Minor Construction

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	2	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	1	Sitting for extended periods	1	Crawling	1
Heavy work lifting 22.7-45.5kg	1	Standing for extended periods	3	Balancing	2
		Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	1	Walking on uneven ground	2	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	2	Colour vision	1
Pushing loads > 5kg	1	Shovelling / digging	1	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	1		

USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	1	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	2		

EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	3			Odours	1
Liquids	3			Mists / Fumes	1
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	1

PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	1	Slippery surfaces	1
Outside work	3	Operating machinery	1	Low light areas	1
Confined spaces	1	Vibration	0	Shift work	1
Working alone	1	Working at heights	1	Use of computer for screen based activities	1
Working with hot substances	1	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	1	Low Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	2	Fatigue	1	Violence / aggression from animals / wildlife	1

POSITION DESCRIPTION

POSITION: Supervisor Minor Construction Wastewater	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Water and Wastewater Services	REPORTS TO: Coordinator Wastewater Operations
GRADE: E	EMPLOYMENT TYPE: Permanent Full Time
HOURS/WEEK: 38	POSITION No.: New
DATE: October 2024	

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- To assist and contribute to the programming, budgeting and administration of minor construction activities.
- Assist the Water & Wastewater Services Section to deliver Capital projects and rehabilitation of water infrastructure as required.
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KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
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- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
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Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
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 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- The role will undertake quality assurance and quality control activities and take responsibility for all aspects of site supervision including but not limited to:
 - Stakeholder management
 - Plan / drawing interpretation and conformance
 - Prepare estimates and track cost
 - Planning, control and completing works
 - Risk and WHS management
 - Completion of quality assurance documentation
 - Any other civil infrastructure related works
 - Manage subcontractors on site
 - Complete all WAE documentation for addition into asset register and GIS systems
 - Review project outcomes against expected deliverables to improve future projects
- Overall responsibility and accountability for operational delivery for Minor Construction within Wastewater Operations
- Record and monitor site costs and progress against construction estimates and adjust work methods and advise the Coordinator when adverse costing trends occur
- Manage construction plant and vehicles so that they are efficiently utilised to carry out the works
- Effectively communicate by verbal, written and electronic mediums with a range of stakeholders, contractors and staff
- Carry out duties to ensure:
 - All works are completed safely and that they meet the needs of the City's customers with minimum inconvenience or disruption to people and traffic.
 - All customer complaints are rectified as soon as possible.
 - That you adopt an attitude of monitoring and improvement of work methods and materials use and ensure suggestions for improvements or modifications are advised to your Coordinator and implemented with your team.
 - All plant allocated is used efficiently and effectively and maintained and operated safely to The City's codes and standards.
 - That the vehicle assigned to you and by all members of your team are operated and maintained efficiently, effectively and to the required standard.
 - Works undertaken by sub- contractors are in accordance with the contract specification and the job requirements.
- Plan and organise wastewater rehabilitation and repair works on mains and wastewater assets in accordance with defects and identified issues as well as all aspects relating to the wastewater maintenance programs at the request of the Coordinator Wastewater or Technical Officers in the Wastewater Team to the required technical, safety and environmental standards
- Generally, organise allocated tasks to make the best use of plant, materials, time and resources.
- Work within the Water & Wastewater Section teams to ensure that the teams are flexible, adaptive, efficient, productive, and are receptive to changing work practices
- By fair and honest supervision ensure that works assigned to you and undertaken by contract are in accordance with contract documentation or hire agreements.
- When responding to out-of-hours incidents contact appropriate contractor, in accordance with contract documentation or service/hire agreements, or Coordinator, as required
- Organise and plan best use of vacuum excavation truck while ensuring compliance with operation and disposal of excavated material
- Provide input as required to the ongoing review of staff operations to ensure delegation, accountability, flexibility and adaptability are accepted and implemented where applicable by all staff



- All aspects of people leadership responsibilities (including staff management, allocation of tasks, coordination of team resources, timesheets, leave applications and performance management).
- Lead staff under your supervision to ensure they are flexible, adaptive, efficient and productive, with particular regard to:
 - Coordinating the allocation and effective use of resources to deliver on the organisation's business needs and work priorities, as determined by the Section Leader.
 - Assist in establishing work teams and individual objectives and the communication of those objectives.
 - Monitoring workloads and outcomes to ensure that targets are being met and duties are undertaken in an efficient and competent manner, in accordance with position descriptions, delegations and City policies.
 - Undertake performance appraisals for staff under your supervision.
 - Assisting staff by facilitating opportunities to develop their skills, qualifications and career aspirations, whilst ensuring the need to plan for staff succession.
 - Ensuring that you, and your staff, are safety conscious and work to the requirements of the WHS Act, WHS regulation and Council's Workplace Health and Safety Management System.
- Be available to participate in an on call roster for after hours emergency call outs to maintain service delivery to the City.
- Works will not be limited to a defined area of the City, and you may be required to work across the Local Government Area.
- Undertake other duties as directed by Coordinators, Team Leaders or Section Leader.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Section Leader Water & Wastewater Services
- Team Leader Wastewater Services
- Wastewater Technical Officers
- Coordinator Wastewater Operations
- Supervisor Water Minor Construction
- Wastewater Supervisors
- Wastewater Operations Team

External

- Customers/Suppliers
- Contractors
- Members of the public and rate payers

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, working hours are Monday to Sunday between 06:00 and 19:00, actual start and finish times to be arranged between the employee and people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - On Call allowance
 - Live Sewer allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position will be provided with the following vaccinations:
 - Hepatitis A
 - Hepatitis B
- This position is located at the Marcia Street Depot with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Cert IV in Water Operations (or similar)
- National Construction Induction (White Card)
- MR Class Drivers Licence
- Enter and Work in Confined Spaces
- Work Safely at Heights
- Relevant experience working with Wastewater systems
- Relevant experience in a leadership / supervisory capacity

Desirable

- First Aid Certificate / CPR
- Working Near Overhead Powerlines
- Traffic Management
- Asbestos Awareness
- High Risk Licences – DG, CN
- Safely Access Rail Corridor
- MSMSS00021 - Operate a hydro excavation system
- MSMSS00019 - Operate a Drain Cleaning System Certification

CAPABILITIES

- Demonstrated capability in the supervision of staff, suppliers and contractors
- Demonstrated experience in maintenance and construction of Water/Wastewater infrastructure including the installation of services
- Demonstrated experience in leading teams to deliver projects
- Demonstrated high level interpersonal and customer service skills
- Demonstrated verbal and written communication skills, including computer literacy
- Demonstrated knowledge of general plant and equipment operations, maintenance and safety procedures (CCTV equipment, trenchless technology, backhoe, truck, pumps, compressors, concrete mixers, generators, power tools and pipe locating equipment).
- Demonstrated knowledge of, and ability to assist with planning and scheduling maintenance works.
- Ability to effectively lead a small team, including all aspects of people leadership, performance management, coaching, and mentoring.
- Ability to role model the City's Values.

Position Demands Analysis Supervisor Wastewater Minor Construction

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	2	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	1	Sitting for extended periods	1	Crawling	1
Heavy work lifting 22.7-45.5kg	1	Standing for extended periods	2	Balancing	2
		Walking for extended periods	1	Hearing above background noise	2
Repetitive Lifting	1	Walking on uneven ground	2	Depth perception	1
Pulling Loads > 5kg	1	Frequent bending / stooping	2	Colour vision	0
Pushing loads > 5kg	1	Shovelling / digging	1	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	1		

USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	1	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	2		

EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	3			Odours	3
Liquids	3			Mists / Fumes	1
Herbicide spraying	0			Possible exposure to sharps	2
Pesticide spraying	0			Possible exposure to Tetanus	2
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	2
Working with solvents	2			Possible exposure to blood / bodily fluids	2
				Possible exposure to plant pathogens	1

PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	1	Low light areas	1
Confined spaces	1	Vibration	0	Shift work	0
Working alone	2	Working at heights	1	Use of computer for screen based activities	1
Working with hot substances	1	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	1	Low Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	2	Fatigue	1	Violence / aggression from animals / wildlife	1