Position Description

POSITION TITLE:	**Water and Sewerage Coordinator**
DEPARTMENT:	Engineering Services
SECTION:	Water and Sewerage
CLASSIFICATION:	Band 2 Level 3 Grade 15
REPORTS TO:	Manager Water and Sewerage
DATE OF LAST REVIEW:	17 November 2026

PURPOSE OF THE POSITION

To co-ordinate and supervise the implementation and completion of Council's works program for construction and maintenance of all water and sewerage reticulation assets, using Council staff and contractors and ensure that the works are completed in accordance with Council's requirements and all regulatory guidelines.

SELECTION CRITERIA

Essential

1. Class C NSW driver's licence.
2. OHS Construction Induction Card or willingness and ability to obtain prior to commencement.
3. First Aid Certificate or a willingness and ability to obtain within 6 months of commencement with Council's assistance.
4. Confined Spaces Certificate of competency or a willingness and ability to obtain within 6 months of commencement with Council's assistance.
5. Certificate 3 in Water Industry Operations
6. Certificate 4 in Water Industry Operations
7. Understanding of asset management and asset maintenance/renewals principles.
8. Demonstrated ability to effectively plan and organise resources for the efficient operation, maintenance and installation of water supply and sewerage infrastructure and facilities.
9. Demonstrated ability to supervise, coach and mentor work teams to promote a harmonious and productive work environment.
10. Well-developed oral and written communication skills.
11. Proven word processing / spreadsheet / database operating skills.
12. Demonstrated knowledge of WHS and EEO legislation together with a detailed knowledge of, or an ability to quickly gain knowledge of Council's WHS system, policies and associated procedures.

Desirable

13. Diploma of Water Industry Operations
14. Certificate IV in Frontline Management or equivalent qualification.

KEY RESPONSIBILITIES
• Coordinate and oversee the provision of water supply and sewerage services. • Develop and implement scheduled maintenance and asset renewals programs for water supply and sewerage facilities and assets. • Oversee the construction of water supply and sewerage infrastructure in accordance with detailed designs and industry standards. • Collect and record work activity data. • Prepare routine reports regarding operational performance of water and sewer assets. • Coordinate the activities of Water and Sewer Operators, Assistant Operators, Plant Operators, electrical and mechanical trades, and sub-contractors. • Participate in Water and Sewer on-call rosters as required. This may include remote monitoring of alarms via SCADA/telemetry systems. • Provide coaching and mentoring to all Water and Sewer Operators and Assistant Operators when required. • Ensure the health and safety of all persons at the workplace through the proactive implementation of, and compliance with WHS legislative requirements and Council's WHS system, associated policies and procedures.

OTHER KEY CORPORATE RESPONSIBILITIES	
Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.

Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Water and sewer systems are operated in accordance with established procedures. No service interruptions are attributed to operator error.
- Asset maintenance and renewal systems are developed and implemented that maximises the service life of water and sewer systems.
- Water and Sewer assets are constructed in accordance with approved designs or industry standards. Work quality is of a high standard so that asset service life is maximised and asset maintenance requirements are minimised.
- Work activity data such as work order response and work-as-executed measurements are recorded to enable accurate asset, asset history and customer service records to be maintained. Data is recorded in staff diaries, Council's Customer Service Request (CSR) or other approved system.
- All reporting is accurate, timely and meets specific requirements.
- Staff and resources are efficiently utilised while maintaining a harmonious and positive work environment.
- On-call roster and associated requirements are complied with.
- Operational knowledge and experience is shared and satisfactory assistance is provided.
- Legal requirements are met. Council's WHS system, associated policies and procedures are complied with.

COUNCIL VALUES
Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes
Leadership	Engage and motivate staff, develop capability and potential in others and champion positive change

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:	Date: