



Position Description

Job Title:	Essential Services Manager
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Division:	Division 2 - Section 1 - Schedule 1 (Classifications - Administrative, technical, community service, supervisory and managerial services)
Classification:	Level 8
Employment Type:	Full Time Fixed Term Contract (1 – 2 years, negotiable)- above award salary
Department	Infrastructure, Works and Projects
Reports to:	Executive Manager Roads, Infrastructure & Essential Services
Approved:	Gary Uhlmann, Chief Executive Officer
Version Date:	03/03/2020

POSITION OBJECTIVE

The Essential Services Manager is principally responsible for the operation and maintenance of the community's water supplies and sewerage services. The position also involves the management of the community's plumbing, gasfitting and drainage needs, as well as management of garbage collection and other essential services in the community.

POSITION SPECIFIC KEY RESPONSIBILITIES

1. Daily direction, coordination and supervision of Council's Essential Services Staff and Contractors and their activities.
2. Preparation and submission of relevant reporting to meet legislative requirements
3. Provide timely advice to Management on all issues that may impact on the efficient and effective provision of Council's essential services.
4. Water Supply
 - a. Maintain the Water Supply system to provide drinking water to the community to Australian Standards
 - b. Maintain bores and pump stations in efficient working order
5. Sewerage Service
 - a. Maintain the community's sewerage infrastructure in efficient working order.
6. Community Housing
 - a. Undertake all plumbing and gasfitting repairs and maintenance in community houses as required by BAS.
7. Garbage Disposal
 - a. Supervise the operation of the garbage collection service
 - b. Manage and maintain the rubbish tip
8. Other Duties
 - a. Prepare grave sites as required
 - b. Supervise the removal of dead animals
 - c. Assist with the ongoing maintenance and water testing of the Council swimming pool and equipment in consultation with the Multipurpose Centre Manager,

The duties listed above are representative and characteristic of the duties required and the level of work performed. The position requires all other related duties be performed as and when required.

SELECTION CRITERIA

1. Qualifications: Plumbing and Gasfitting trade qualifications. Backflow Certificate, On-Site Sewerage certificate and Solar Installation certificate
2. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people including relevant experience in working with Indigenous communities.
3. Demonstrated ability to supervise staff.
4. Demonstrated ability to order stock and control stock levels.
5. Well-developed verbal and written communication skills including the ability to communicate effectively and courteously with Council's clients (including members of the public), other Council staff, community groups, representatives of various Government Departments, and other authorities.
6. Experience in the use of Microsoft Office software programs (eg Excel, Word and Outlook).
7. Self-motivated with well-developed administrative and organisational skills and the ability to prioritise work requests in accordance with Council's budgetary intentions and limitations
8. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
9. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and

KEY PERFORMANCE INDICATORS

Functions	<ul style="list-style-type: none"> • Monitor and manage Kowanyama's water quality to ensure compliance with government requirements • Monitor and manage Kowanyama's Environmental Health obligations to meet government requirements • Duties are carried out in a timely, accurate manner and treated with confidentiality
Supervision	<ul style="list-style-type: none"> • Develop and Maintain a Positive Team Environment • Ensure staff are suitably trained, supported and competent to provide required services • Training and development plans implemented for staff • Demonstrate and encourage a safe working environment
Reporting	<ul style="list-style-type: none"> • Accurate data and information records are maintained • Reporting timeframes are achieved • Timesheets prepared for submission each fortnight
Customer Focus	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No substantiated complaints • No breaches of confidentiality
Workplace Health and Safety	<ul style="list-style-type: none"> • Follow Council WH&S policies, rules and guidelines • Development of JSA's and SWMS within area of expertise • Risk Register developed and maintained • Contribute positively to improvement initiatives • Demonstrate a strong focus on workplace safety in accordance with Industry standards
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • No breaches of Council's policies and procedures • Maintaining a Police Clearance • Maintaining a current White Card • Maintaining a current QLD 'C' class driver's licence • Involvement in the organisation promoting a sense of ownership and team work into the organisation.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor no less than 30 minutes prior to their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to: Executive Manager Roads, Infrastructure & Essential Services

Internal Liaison: Executive Manager Roads, Infrastructure & Essential Services, Chief Executive Officer, Environmental Health Officer, Tradespeople and all Kowanyama Aboriginal Shire Council employees.

External Liaison: Federal and state government agencies, statutory authorities, Contractors, members of the community

MANDATORY REQUIREMENTS

- Relevant Trade Certificate
 - Possession of a "C Class Driver Licence.
 - Police Clearance
 - White Card
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.