

POSITION DESCRIPTION

Position Title: Coordinator Water Services	Position Number: WATER-1
Department: Engineering	Accountable to: Manager Water Waste & Sustainability
Level and Step: Level 11	Salary Range: \$130,286.79 - \$140,840.82
Responsible for the supervision of: Direct supervisory responsibilities for the staff of the Water Services business unit	



Primary purpose of the position	Lead, plan and manage within delegated authority, approved budgets and allocated resources the daily and future operations of the Water Services business unit for the maintenance, renewal and upgrade of the pertaining assets, including Wastewater Network, Wastewater Treatment Plant, Recycled Water Network and SCADA, whilst meeting Regulatory Licensing & Compliance and WHS requirements.
Key accountabilities	<ol style="list-style-type: none"> 1. Promote and role model the City's public image, values, qualities and behaviours and foster a workplace culture of customer service excellence, teamwork and high performance. 2. Adhere to all City's policies and procedures with a key focus on safety, innovation and continuous improvement for increased levels of efficiency and productivity. 3. Ensure City's workforce and external contractors comply with statutory WHSE requirements and operate in accordance with the City's WHSE policies, procedures and practices whilst delivering a high standard of workmanship. 4. Foster a safe working environment by ensuring all safety documentation and workplace safety inspections are reviewed at least quarterly and that any potentially high risk safety issues are addressed immediately in compliance with regulatory requirements 5. Proactively liaise with government agencies, utility providers, community organisations, contractors and the general public 6. Work collaboratively with all City's staff both on daily matters and to develop and implement efficient operational practices. 7. Monitor the performance levels and identify training requirements - consistent with their ongoing development - for the workforce directly or indirectly reporting to this position. 8. Manage procurement - including tenders - and purchasing/disposal transactions in line with City's relevant policies and procedures. 9. Plan and update the weekly, monthly and annual program of activities and works, both opex and capex, for the maintenance, renewal and upgrade of the pertaining assets 10. Have activities and works completed as scheduled with the adopted levels of service maintained across all pertaining assets and the Regulatory Licensing & Compliance met at all times, including performance of the associated reporting and/or auditing. 11. Prepare and provide in a timely manner reports with recommendations on matters relevant to the business unit. 12. Develop, maintain, review and update the Asset Management System and Plans for the Water Services business unit. 13. Perform the role of Project Manager and/or Superintendent for the works pertaining to the Water Services business unit. 14. Organise the rostering of the workforce of the Water Services business unit to respond to callouts, including own. 15. Other accountabilities and responsibilities as directed by the Chief Executive Officer and/or the General Manager Infrastructure and Environment.
Judgement & decision making	<ol style="list-style-type: none"> 1. Respond promptly to directions and where necessary seek clarification to effectively meet deadlines. 2. Self-manage workload and apply good judgement and problem-solving skills to situations seeking from the supervisor as required. 3. Apply legislation and City's policy direction to decision-making. 4. Apply knowledge and skills to ensure consistent quality outcomes. 5. Apply legislation and Council policy direction to decision-making with guidance from the supervisor.

Outcomes / Key Performance Indicators (KPI's)	<ol style="list-style-type: none"> 1. Meet the City's goals and objectives regarding WHSE, workforce's engagement, financial performance, service level of the assets, timely delivery of the activities and works 2. Meet licences obligations for no breaches. 3. Timely respond to the general public's requests and complaints 4. Productivity of the staff and plant assigned to the Water Services business unit 5. Maintain up-to-date the Wastewater Model and RAMM records to inform asset management and planning 6. Maintain both the Asset Management Plan and Water Services Water Quality Management Plan up to date. 7. Develop the rolling 5 year maintenance and renewal works program to maintain the adopted level service. 8. Identify the priority upgrade and new build works to inform the 5 year capital works program and Long Term Financial Plan (LTFP) 9. Identify and implement (subject to successful business case) a proprietary platform for recording and managing the water quality sampling and test results 	
Skills, knowledge & capacity	<ol style="list-style-type: none"> 1. Strong team player and mentor with excellent organisational skills including proven ability to work autonomously with initiative, forward thinking and capacity to solve problems and make decisions. 2. Demonstrated ability to develop a teamwork culture to deliver services and complete works on time and on budget. 3. Strong interpersonal skills, particularly negotiation and change management, resilience and self-motivation. 4. Sound strategic thinking and decision-making skills, including a pragmatic approach to problem solving and managing conflicting priorities to meet deadlines. 5. Well-developed verbal and written communication, including the ability to develop asset management plans and write reports with recommendations. 6. Disposition to embrace, respond to and implement continuous improvement in a dynamic, community focused environment. 7. Ability to work proactively, autonomously and without supervision to deliver the set outcomes. 8. Strong administrative, time management and organisational skills with the ability to work to deadlines with high attention to detail. 9. Proven financial/commercial acumen. 10. Advanced computer skills and knowledge of Microsoft Office suite of applications 11. Demonstrated knowledge of procedural and operational methods for wastewater and recycled water services, including the application and implementation of state and/or federal legislative requirements. <p>Qualifications/Training/Experience</p> <ol style="list-style-type: none"> 1. Tertiary qualification in Engineering (Civil, Environmental, Mechanical or Chemical) or other relevant discipline. Alternatively, Certificate 4 in Waste Water Treatment Operations or equivalent. 2. Experience in managing processing plants and/or operational teams of similar or larger size.. 3. Possession of Current C Class Drivers Licence. 	
City of Kalgoorlie-Boulder Values	Support	We will support each and every team member to work together, build relationships and deliver greater outcomes for our organisation and our community.
	Respect	We will treat our team members and our community with mutual respect and understanding.
	Fun	We will promote and value work-life balance, and create an environment that is rewarding and fulfilling.
	Recognise	We recognise and acknowledge all individuals and cultures and value their contributions to our organisation and the community that we serve.
	Connect	We work as one organisation that communicates openly, and actively connects with our teams, community and stakeholders.

POSITION DESCRIPTION AGREEMENT

The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The City of Kalgoorlie-Boulder reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned, agree that the above position description including the key accountabilities, decision making and outcomes/key performance indicators are accepted as appropriate for the position.

Employee Full Name (please print): _____ Employee Signature: _____ Date: _____

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