

General Information for the Position of Team Leader Utilities Maintenance

Further Information can be obtained from:

Engineering Department - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

Team Leader Utilities Maintenance

TEAM LEADER UTILITIES MAINTENANCE

The Warren Shire covers an area of 10,860 square kilometres and has a population of approximately 3,000 people. It is contained within the Orana Region of NSW and is bound by the Shires of Bogan (Nyngan), Brewarrina, Coonamble, Gilgandra, Lachlan, Narromine and Walgett. Within the Shire is the town of Warren (Administration Centre) on the Macquarie River, population 2,000 and the villages of Collie, population 38 and Nevertire, population 103.

Council is seeking an appropriately qualified and experienced team leader to fill the position of Team Leader, Utilities Maintenance.

Reporting to the Town Services Manager, you will manage the routine and reactive maintenance of Councils utility assets.

To be successful in this position, you will possess the following skills and/or experience:

- Demonstrated knowledge of Council utility maintenance.
- Demonstrated experience in resource management including staff, external contractors and plant and equipment to achieve agreed targets and timeframes.
- Current Open Class MR Driver's Licence or the ability to obtain within the probation period.

Employment Conditions

- Salary Range: \$1310.30 - \$1519.95 per week + allowances
- 11.5% superannuation
- 9-day fortnight flexitime system – 38-hour paid week
- Leave provisions as per the Local Government (State) Award

The successful applicant will be subject to pre-employment medical assessment prior to confirmation of employment.

Applications

An information package **must** be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au

All applications should include a Resume and a completed 'Employment Application Form' (obtained in the information package) along with two (2) recent references/referees.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

*Warren Shire Council recognises the skills and attributes of Veterans and welcomes applications from ex-service personnel.
Council is an Equal Employment Opportunity employer.*

SCHEDULE 2

GENERAL POSITION DETAILS

Team Leader Utilities Maintenance

TEAM LEADER UTILITIES MAINTENANCE

Position Details

Salary Range: \$1310.30 - \$1519.95 per week + allowances

Full Job Description: Available on Councils website www.warren.nsw.gov.au

Employment Type: Permanent Full Time

The Opportunity

Working in the Engineering Services Department, the Team Leader Utilities Maintenance will undertake a reactive and proactive maintenance program for the water, sewer and stormwater pumping, storage and reticulation systems across Council owned assets.

About You

To be successful in this role you will have a current Class MR Drivers Licence, White Card and Tradesperson Certificate or a combination of base level qualifications, workplace learning, or you will possess demonstrated industry knowledge and experience in the area of Council utilities.

In addition to the above, you will possess high level communication and people skills and have an ability to manage conflicting demands and execute projects within appropriate timeframes.

Benefits

This is a permanent full-time role with a salary range based on demonstrated competencies and experience + 11.5% p.a. superannuation.

Council also offers a range of other benefits for its employees, including:

Flexi days

Ongoing training and development

Long service leave after 5 years

Questions?

Should you have any further questions, please contact Raymond Burns on 02 6847 6600.

TEAM LEADER UTILITIES MAINTENANCE

| | |
|------------------------------|---|
| Position Title: | Team Leader Utilities Maintenance |
| Department: | Engineering - Town Services |
| Classification: | Administrative/Technical/Trades Band 2, Level 2. |
| Allowances: | Adverse Working Conditions Sewer Choke (maximum one paid per day) |
| Grading: | Local Government (State) Award 2023 Progression between Grades 1-5 is in line with Council's Salary System. |
| Hours of Duty: | 9 day (76 hour) fortnight Summer- 6.15am to 3.30pm, 30 minute lunch break Winter- 7.00am to 4.15pm, 30 minute lunch break |
| Annual Leave: | 4 weeks per year |
| Responsible Officer: | Town Services Manager |
| Immediate Supervisor: | Town Services Overseer |

Position Objectives:

- To manage the staff in your area of responsibility in an efficient and effective manner;
- be available for after-hours emergencies and participate in the operational and on-call roster;
- To provide input into management decisions to improve the effectiveness of the organisation;
- To liaise with the Services Overseer and Town Services Manager on a regular basis to discuss current and any foreseeable issues affecting the section;
- To actively promote WH&S in the work environment, in particular the utilities maintenance area; and
- To participate in and manage workplace change in the utility's maintenance area.

Licences, Qualifications and Experience:**Essential:**

- Experienced and competent in the construction and maintenance of water mains and services, sewer mains and manholes, storm water pipe work and pits and all associated valves;
- Mechanical knowledge of pumps, valves and small plant;
- Good computer knowledge/skills with a working knowledge of Word and Excel;
- General Construction Induction Card (White Card); and
- Class MR Manual Driver's Licence or the ability to obtain within the probation period.

Desirable:

- Licenced Plumber;
- Backflow Prevention Certificate;
- First Aid Certificate;
- Certificate of Competency as a Backhoe Operator;
- Certificate of Competency as a Mini Excavator Operator;
- Chainsaw Certificate Level 1;
- Chemical Handling and Awareness Training;
- Chlorine Gas Safety Training;
- Confined Space Entry Training;
- Breathing Apparatus Training;
- Manual Handling Training;
- Supervise Asbestos Removal Certification; and
- Work Safely at Heights Training.

Schedule of Duties:

- Advise the Town Services Manager/ Services Overseer on action necessary towards ineffective or undisciplined members of staff;
- Complete all works on time and within budget;
- Complete any sundry debtor works, ensuring all paperwork is completed as per Council Procedure as required;
- Complete other duties as required by the Town Services Manager or any other authorised Supervisor;
- Ensure that the Utilities Maintenance staff abide by the requirements set out in Warren Shire Council Code of Conduct;
- Ensure that the Utilities Maintenance staff dress in a clean and presentable manner at all times;
- Ensure that Utilities Maintenance staff complete time sheets/plant sheets in a timely manner and that these sheets are then forwarded to the Services Overseer within the required timeframe;
- Liaise and consult with appropriate supervisors/ managers to coordinate resources for the completion of works or as necessary for assistance;
- Management of day to day operation and maintenance of the utility's maintenance section;
- Promote within the Utilities Maintenance staff and sense of pride in their work and their section;
- Report any accidents/incidents to the appropriate supervisor as soon as possible;
- Report any plant issues or defects to the Services Overseer for attention;
- Resolving minor disputes that may arise in the utility's maintenance section; and
- Works within the level of responsibility allocated to the position.

Customer Service

- Attend to enquiries from internal and external customers promptly and professionally;
- Communicate effectively and sensitively with both internal and external customers;
- Objectively solve disputes and/or problems that may arise with internal and external customers;
- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation; and
- Work cooperatively with other sections of Council and organisations.

Work Health and Safety Responsibilities

All employees are responsible for WHS at Council and their duties include:

- Completing Safe Work Method Statements and Risk Assessments for all jobs prior to starting each job;
- Complying with any Return to Work Plan if injured;
- Complying with Emergency and Evacuation procedures;
- Correctly using all Personal Protective Equipment;
- Participate in WHS consultation arrangements in your workplace;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours of the incident;
- Reporting all WHS hazards and incidents to their supervisor with the associated Incident Report;
- Reporting any faulty equipment or plant to the Services Overseer;
- Seek assistance if unsure of WHS procedures; and
- Working in a safe manner without risk to themselves, others, Council's equipment or the environment.

Physical Demands

The position holder is required to be physically fit as they are likely to be exposed to a range of outdoor activities and also prolonged sitting, close eye work; trench work; dealing with the public; meeting deadlines. Planned and unplanned work outside of normal work hours as occurs.

Key Accountabilities

- Adherence to adopted safe working practices;
- Adherence to adopted works specifications;
- Adherence to all adopted policies of Council;
- Adherence to authorised working hours;
- Advise Services Overseer if unable to attend or complete work or training;
- Carry out duties as instructed and as required;
- Control of plant and materials under the direct control of the Team Leader Utilities Maintenance;
- Demonstration of good driving/operating and low maintenance record for plant operated;
- Ensure all records are maintained;
- Ensure harmonious and productive relationships exist with Council Staff;
- Promote a positive image of Council.

Output Measures

- Attendance record
- Number of work safety incidents
- Presentation
- Record of staff matters
- Standard of workmanship

Position Skill Descriptors:

Authority and Accountability:

Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

Judgement and problem solving:

Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

Specialist knowledge and skills:

Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

Management skills:

May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

Interpersonal skills:

In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

Qualifications and experience:

Thorough working knowledge and experience of all work procedures for the application of technical/trades or administrative skills, based upon suitable certificate or post-certificate-level qualifications.

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Team Leader Utilities Maintenance
Band: 2
Level: 2

| | <u>Skills Obtained</u> | |
|---|--------------------------|--------------------------|
| | Yes | No |
| <u>Grade 1</u> | | |
| Demonstrated ability to effectively lead, motivate, support and develop a team, ensuing they achieve work targets and objectives safely and efficiently | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to communicate with the public | <input type="checkbox"/> | <input type="checkbox"/> |
| Basic plant maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Basic record keeping | <input type="checkbox"/> | <input type="checkbox"/> |
| MR Licence | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction Induction White Card | <input type="checkbox"/> | <input type="checkbox"/> |
| Knowledge of Anti-discrimination Act | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof that Introduction to New Staff has been read | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe Operation of light plant & equipment (HRWL not required) | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Control- Stop/Slow | <input type="checkbox"/> | <input type="checkbox"/> |
| Understanding of WH & S | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Grade 2</u> | | |
| Ability to load correctly, stably and securely | <input type="checkbox"/> | <input type="checkbox"/> |
| Backhoe Competency Ticket | <input type="checkbox"/> | <input type="checkbox"/> |
| Basic knowledge of landscaping | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemical application Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Chlorination Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Confined Spaces | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrate ability to co-operate and work as a team | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrate ability to work unsupervised | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift High Risk Work Licence | <input type="checkbox"/> | <input type="checkbox"/> |
| HR Licence or higher | <input type="checkbox"/> | <input type="checkbox"/> |
| Licensed Plumber with Backflow Prevention Certification | <input type="checkbox"/> | <input type="checkbox"/> |
| Traffic Control- Implement Traffic Control | <input type="checkbox"/> | <input type="checkbox"/> |
| Understanding of pump operation & maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Understanding of Warren Shire Water & Sewerage System | <input type="checkbox"/> | <input type="checkbox"/> |

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Team Leader Utilities Maintenance
 Band: 2
 Level: 2

| | <u>Skills Obtained</u> | |
|---|--------------------------|--------------------------|
| | Yes | No |
| <u>Grade 3</u> | | |
| Certificate III Water Industry Course or 3 years industry experience | <input type="checkbox"/> | <input type="checkbox"/> |
| First Aid Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Knowledge of stores issue & ordering procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| Sound working knowledge of WH&S e.g., SWMS and MSDS | <input type="checkbox"/> | <input type="checkbox"/> |
| Well-developed time management, organisational and problem solving skills with an ability to meet deadlines | <input type="checkbox"/> | <input type="checkbox"/> |
| Working knowledge of pump operation and maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Working knowledge of Warren Shire Water & Sewerage Supply | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| <u>Grade 4</u> | | |
| Ability to calculate and measure quantities of materials | <input type="checkbox"/> | <input type="checkbox"/> |
| Sound knowledge of pump operation and maintenance | <input type="checkbox"/> | <input type="checkbox"/> |
| Sound knowledge of Warren Shire Water & Sewerage Supply | <input type="checkbox"/> | <input type="checkbox"/> |
| | | |
| <u>Grade 5</u> | | |
| Certificate IV Water Operations | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated ability to competently act in the Services Overseer Position | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Government Operations Certificate 2 (or 5 years relevant industry experience) | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical aptitude in competency to weld | <input type="checkbox"/> | <input type="checkbox"/> |

SCHEDULE 3

Employment Application Form

Team Leader Utilities Maintenance

Employment Application Form

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

| | |
|---------------------|-----------------|
| First Name* | Last Name* |
| E-mail* | |
| Phone* | Mobile |
| Street Address* | Postal Address* |
| City, Town, Suburb* | Postcode* |
| Country* | State* |

Questions

| |
|---|
| <p>1. Please indicate your eligibility to work in Australia*</p> <ul style="list-style-type: none">a. Australian/New Zealand Citizenb. Permanent Residentc. Current Visa including Visa Class and duration (expiry date)d. None of the above |
| <p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p> |
| <p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <ul style="list-style-type: none">a. Yesb. No |
| <p>4. Have you ever previously been employed by Warren Shire Council? *</p> <ul style="list-style-type: none">a. Yesb. No |

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

| |
|--|
| <p>10. Do you hold a SafeWork NSW Construction Induction (White Card) or equivalent? *</p> <p>a. Yes (Number on Card)</p> <p>b. No</p> |
| <p>11. Have you had experience working in a team environment? *</p> <p>a. Yes</p> <p>b. No</p> |
| <p>12. If you answered Yes to the above question, please detail your experience including examples*</p> |
| <p>13. Excellent Time Management, Customer Service, and Conflict Resolution skills are essential in this role. Provide actual examples of your experience of these skills*</p> |
| <p>14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data.</p> <p>Are you Male or Female?</p> <p>a. Male</p> <p>b. Female</p> |
| <p>15. Do you identify as Aboriginal or Torres Strait Islander?</p> <p>a. Yes</p> <p>b. No</p> |
| <p>16. Is English the primary language spoken at home?</p> <p>a. Yes</p> <p>b. No</p> |

17. Do you have a disability?

a. Yes

b. No

18. If you answered Yes to the question above, please state what support or assistance you require in order to help through the recruitment process.