

Water/Wastewater Coordinator

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time, Non-Award Position (Above Award) Subject to Councils capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Industrial Relations Act 2016
Classification	Management level, based on experience and assessed qualifications
Reports to	Director of Works
Direct Reports	Plumber Foreman

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

General Responsibilities:

- Oversee water and wastewater staff, resources, and infrastructure to ensure a clean drinking water supply and effective wastewater treatment.
- Implement and maintain controls for water quality, sewerage effluent, and water management to ensure compliance with licensing, statutory requirements, quality standards, safety, and environmental legislation.
- Program, coordinate, and manage repairs and maintenance work for installations and equipment to maintain asset functionality.
- Assist in budget preparation for repairs, maintenance, and the replacement of plant and equipment within the managed area.
- Monitor job cost allocations and expenditure to ensure projects remain within budget parameters.
- Conduct risk assessments and participate in projects, repairs, and maintenance activities.
- Maintain detailed records of compliance activities, repairs, and maintenance in line with Council's record-keeping policies.
- Ensure continuous operation of water and wastewater services in a remote location with seasonal fluctuations and adverse weather conditions.
- Compile SWIM data and complete annual SWIM and Water reporting.
- Identify and implement solutions to water and wastewater issues, escalating unresolved matters to the Director of Works.
- Respond to emergency water and sewerage situations, including after-hours and during extreme weather events.
- Maintain housekeeping standards within and around wastewater treatment plants and pump stations.
- Manage and update the Drinking Water Quality Management Plan (DWQMP), including audits, revisions, and compliance site inspections.

Stakeholder Engagement:

- Provide technical advice and liaise with engineers, construction specialists, and other disciplines to ensure compliance, safety, and quality in water and wastewater management.
- Act as the primary liaison with regulatory bodies as required.

Leadership Accountability:

- Lead and supervise water and wastewater treatment operators and plumbing teams, ensuring operational objectives are met.
- Monitor staff leave, ensuring workforce availability for uninterrupted operations.
- Check and authorise timesheets, ensuring accurate job costing and controlled attendance and overtime.
- Conduct regular toolbox meetings and contribute to team discussions.
- Foster workforce development through on-the-job training and professional development opportunities.
- Ensure a safe work environment by promoting safety practices and adhering to safety standards.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.

- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), with frequent repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Licenced plumber or Certificate III in Water Operations (or higher).
- Relevant qualifications in water and/or wastewater industry operations.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Eight (8) or more years of experience in water/wastewater treatment plant operations in a supervisory role.
- Demonstrated knowledge and extensive experience in the operations and maintenance of activated sludge treatment processes, water supply reticulation, and disinfection.
- Proficient in preparing and submitting operational compliance reports and correspondence to local, state, and federal authorities related to wastewater treatment plant operations.
- Knowledge of preventive maintenance procedures related to wastewater treatment plants.
- Demonstrated safe working practices, including experience with confined space entry and associated safety protocols.
- Proficient in using email, word documents, and spreadsheets for reporting and communication.
- Sound understanding of technology relevant to water/wastewater operations and the ability to select and apply the most appropriate tools for tasks.
- Proven ability to work cooperatively in team environments and supervise staff in remote locations.
- Willingness to participate in on-call duties, attend after-hours incidents, and assist with water and sewerage maintenance and emergencies.
- Experience in Local Government or a civil construction environment is highly desirable.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	