

VACANT POSITION

FOREMAN – WATER & SEWERAGE (Temporary full-time up to 2 years)

We currently have a fantastic opportunity for a suitably qualified and experienced Water & Sewerage Foreman to join our team. This position is responsible for providing technical support, assistance and advice to ensure the provision of quality water and sewerage services throughout the Shire.

A person in this position will need to have the following:

- Current open 'C' class drivers licence
- Trade Certificate AQF Level III or equivalent water and sewerage qualification or extensive operational experience in the water and sewerage industry.

To apply for this role:

- Review the Position Description available at www.murweh.qld.gov.au.
- Provide a covering letter detailing how you meet the Selection Criteria for this position.
- Email your response, Position Application form and Resume to recruitment@murweh.qld.gov.au
- For further information relating to this role contact Paul O'Connor on (07) 46568355.

Applications close Wednesday 27th January 2021





Position Description

Position Title:	Foreman – Water & Sewerage	Employment Type:	Temporary Full-time (2 years)
Department:	Engineering	Award:	Queensland Local Government Industry Award (Stream A)
Location:	Charleville & surrounding areas	Reports to:	Director of Engineering Services
Classification:	Level 6	Supervises:	Water & Sewerage Crew
Salary:	\$77,123 to \$80,759	Certified Agreement:	MSC Non-Operational Staff Certified Agreement 2018

Murweh Shire Council

Located in South West Queensland, Murweh Shire covers an area of 40,702km² and encompasses the towns of Charleville, Augathella, Morven and Cooladdi. The Murweh Shire Council serves a community of around 5400 and is a major tourism and commercial hub for the region, with excellent schools, shopping centres and facilities for families. There is a thriving community, and the main industries in the area include grazing, agriculture and tourism.

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other.

Compassion

Vision

Trust

= SUSTAINABILITY

Pride

Integrity

- ▶ We have compassion for all
- ▶ We look forward to set the path
- ▶ We are trusted
- ▶ We take pride in what we do and the way we do it
- ▶ We have transparency about the decisions we make



Position Summary

Provide technical support, assistance and advice to ensure the provision of quality water and sewerage services throughout the Shire.

Key Responsibilities

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- Provide admin and technical support for the management of the water and sewerage operations, maintenance and construction across the Council area.
- Assess water and sewerage referrals, provide technical advice for development applications and recommend appropriate conditions for approvals.

- Liaise with and advise builders, developers, engineers etc and the community regarding Council's requirements on water and sewerage policies, standards and practices.
- Carry out investigations and prepare and review concept plans for water and sewerage construction works.
- Monitor and report on project expenditure.
- Prepare and evaluation quotations for water and sewerage projects.
- Monitor and operate SCADA and telemetry systems.
- Manage the performance of employees within the Water and Sewerage team providing instruction, training and feedback.
- Assist in the delivery of capital works programs for Council wide water treatment and reticulation systems and wastewater treatment and wastewater drainage systems.
- Assist with the development and implementation of policies and procedures.
- Provide a high level of internal and external customer service in the supply of advice and/or information on water and sewerage services.
- Assist in developing and maintaining an asset management strategy for water supply and sewerage schemes including input and advice on Council's annual works program.
- Ensure timesheets are accurately completed on a daily basis.
- Comply with the requirements of Council policies and procedures.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- All overtime is to be authorised by the Director of Engineering Services.
- All work is to be carried out in accordance with the Quality Assurance System.
- Any other duties as directed.

Other

- Additional hours of work may be required to complete a project.
- Some projects are located a reasonable distance from the depot and the operator may be required to stay in Council camps during the working week until the project is completed.
- Participate in the on-call roster to allow emergency repair work to be carried out outside of normal working hours through the week and on weekends and public holidays.
- Arrange emergency back-up electrical contractors whilst on leave.

Skills, Experience and Qualifications

Essential:

- Trade Certificate AQF Level III or equivalent water and sewerage qualification or extensive operational experience in the water and sewerage industry.
- Current Qld 'C' Class Drivers licence.
- Current Construction Safety Induction Card (White Card).

Selection Criteria

1. Relevant experience in water supply and sewerage scheme maintenance and construction.
2. Experience in project planning and management and the ability to meet program targets.
3. Well-developed oral and written communication skills to effectively deal with internal and external customers.
4. Experience in the supervision of a team.
5. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
6. Demonstrated organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes
7. Experience in the use of Microsoft Office suite in particular Word, Excel and Outlook.
8. Knowledge of the workplace health and safety considerations relevant to the work area and proven ability to limit risks in this type of environment.

Work Health & Safety Responsibilities

- Managers and Supervisors have a responsibility on behalf of Council to manage work health and safety in areas under their control.
- Managers and Supervisors must ensure their workers and contractors adhere to agreed work health and safety practices.
- Consult with workers, Health and Safety Representatives and contractors on all matters relating to work health and safety.
- Ensure that Workers have access to all work health and safety information and training that they require to work safely.
- Ensure workers and contractors operating plant and equipment have the necessary licences and competency certification to operate the plant and equipment.
- Ensure that workers and contractors are adequately supervised at all times and regular, documented work health and safety performance spot checks are conducted on contractor activities.
- In consultation with workers and contractors all risks are identified, and effective control measures are implemented to control the risk/s.
- All risk controls implemented are regularly monitored and reviewed to ensure they are effectively controlling the identified risks.
- Ensure all Workers and contractors report and complete the necessary form/s relating to any incident on site or during other work activities.
- Assist with initiating in conjunction with Council Return to Work Coordinator early return to work on suitable duties for any staff injured during their employment.
- Access sources of work health and safety information and systematically disseminate information to all workers and contractors.
- Ensure all workers, volunteers, contractors, and visitors are aware of, and abide by all relevant health and safety procedures, particularly those processes relating to working in and around plant, electrical overhead and underground services or work exclusion zones.

- In consultation with workers and contractors develop, implement, and regularly review work health and safety procedures relating to their operations.
- Ensure daily risk assessments are completed prior to any work commencing on the site.
- Ensure the risk assessments are transferred into Job Safety Analysis's (JSA), Safe Work Method Statements (SWMS), Work Instructions (WI) or Safe Operating Procedures (SOP) and consultation on risks, control or changes occurring with all workers and contractors in the documented daily prestart meeting.
- Ensure all workers and contractors are completing their plant prestart each morning before work commences. Any plant defects are reported to Supervisors immediately and where necessary Out of Service tags are fitted to faulty plant.
- Ensure all plant and equipment under their control is properly serviced and maintained to manufactures specifications.
- Ensure all workers and contractors on site are wearing all the correct personal protective equipment required for the site.
- Maintain relevant knowledge of work health and safety and risk management requirements.
- Act as a role model by demonstrating safe work behaviour.

Organisation Responsibilities

- All employees are responsible for acting in accordance with:
 - *The Queensland Local Government Act 2009*
 - *Public Sector Ethics Act 1994*
 - Council's Code of Conduct and Ethics Policy
 - Equal Opportunity Policy and
 - All other relevant legislation including Murweh Shire Council's policies, procedures and protocols as may be applicable.
- Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description, together with a performance plan developed by the relevant supervisor.
- Murweh Shire Council values its employees and views their health as a key element of the organisations success. The Councils Workplace Health and Wellbeing Programs aims to improve the health and wellbeing of employees, increase productivity and enhance workplace culture.

Eligibility & Pre-Employment Checks

To be appointed to a permanent position you must:

- Be an Australian citizen;
- Have permanent residency status; or
- A visa permitting you to work in Australia permanently

If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Pre-Employment Medical Assessment
- Qualification check
- Reference checks

Position Description Approval

Position Description Approved by: Paul O'Connor, Director Engineering Services

Signature:

Date: __/__/2020

Position Description Acceptance

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Name:

Signature:

Date: / /



POSITION APPLICATION FORM

Please complete and return this along with your Resume, Cover Letter and any other associated documentation to recruitment@murweh.qld.gov.au

VACANCY DETAILS				
Job Ref ID:		POSITION:		
PERSONAL DETAILS				
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		First Name:		Last Name:
Residential Address:		Postal Address:		
Mobile:	Daytime Contact No:		Email: must be provided	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you previously worked for Murweh Shire Council? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please include details in your resume/CV				
REFEREE DETAILS (Not to be family or friends and must be current)				
Do you have permission for your referees to be contacted in relation to this application? (tick one) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name	Contact number	Position held/working relationship (for example, supervisor)	Office use check Initial/date	
1.				
2.				
PREVIOUS EMPLOYMENT (most recent first)				
Employer name/establishment	Dates from/to	Position held	Reason for leaving	Office use check Initial/date
DECLARATIONS				
HEALTH				
Do you have any previous or current medical condition or restriction, physical or otherwise, which may affect your ability to perform the essential requirements of the job?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
If `Yes` please provide details:				
<p><i>Important Note: Disclosure of a medical condition or restriction does not necessarily exclude an applicant from employment.</i></p>				

WORKERS COMPENSATION CLAIMS

Have you ever made a workers' compensation claim? This must include any medical condition or restriction arising from a previous workers' compensation claim. Failure to provide such information may jeopardise your rights to workers' compensation if a pre-existing disability is aggravated at work (Section 79 of the Workers' Compensation and Injury Management Act 1981).

Yes No

If 'Yes' please provide claim details (*eg. Year of injury, company worked for, period of time off work*)

Are any claims still current?

Yes No Not applicable

If 'Yes' please provide claim details

CRIMINAL CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court?

Yes No

If 'Yes' please provide details:

OTHER DETAILS

Do you have a current National Police Certificate (less than 6 months old)? Yes No

Do you have a current Australian Drivers Licence? Yes No Manual Automatic

Have you ever been disqualified from driving? Yes No

If yes, please provide details:

APPLICANT DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Applicant Signature: _____ Date: __/__/____

Privacy: Your application form contains personal information, which will be dealt with in accordance with our Privacy Policy. If you are successful in your application your form will become an employment record. If you are unsuccessful your application form will be destroyed.