



14 December 2017

## **INFORMATION PACKAGE – DIRECTOR OPERATIONS & TECHNICAL SERVICES**

Thank you for your interest in the position of Director Operations & Technical Services with Central Tablelands Water County Council.

Please find attached the following:

- Tips for Preparing your Application
- Position Description (including selection criteria)

Council uses a merit-based selection process and welcomes applications from anyone who is qualified for this position.

Conditions of employment will be in accordance with the Local Government (State) Award. The rate of pay for this position will be within the range of \$110,000.00 to \$130,000.00 per annum, plus superannuation and a leaseback vehicle.

As part of the selection process the successful applicant will be required to undergo a Pre-Employment Medical to determine the applicant's ability to carry out the requirements of the position.

Written applications clearly identifying the position being applied for and addressing the selection criteria, together with a current résumé and contact details of three (3) referees should be forwarded to:

The General Manager  
Central Tablelands Water  
PO Box 61  
BLAYNEY NSW 2799

or by email to: [grhodes@ctw.nsw.gov.au](mailto:grhodes@ctw.nsw.gov.au)

Applications close at 5pm on Monday 29 January 2018.

If you require any further information please contact Gavin Rhodes on (02) 6391 7204.

G. Rhodes  
**GENERAL MANAGER**

*Central Tablelands Water is an Equal Opportunity Employer*



## **TIPS FOR PREPARING YOUR APPLICATION**

To be short-listed for an interview for this position your application should provide adequate information to demonstrate your ability to satisfy the selection criteria.

In your application you are requested to provide a written response for each criterion, explaining how you meet each criterion. It is also important that you provide sufficient details to support any claims made. The inclusion of examples of your work may assist you in demonstrating how you satisfy the criterion.

In addition to your written submission in relation to the selection criteria, please include a detailed résumé that provides information on any relevant positions that you have held. At a minimum, your résumé should provide an outline of the major duties you were responsible for, the positions you have held and the organisations you have worked for.

Please include copies of all qualifications and certificates that are relevant to this position. (Please do not send originals).

Please also include contact details of three (3) referees.

As our filing system does not support folders or binders, please provide your application securely stapled in the top left-hand corner.



# Position Description and Duties Statement

## Director Operations & Technical Services

### 1. Position Description

The position of Director Operations & Technical Services is a Senior Technical position, based at Council's administration office 30 Church Street, Blayney, New South Wales.

The primary purpose of this position is the overall management of Council's operational and technical requirements for the entire water supply network.

The Director Operations & Technical Services reports directly to the General Manager and forms part of the Senior Management Team.

### KEY DUTIES AND RESPONSIBILITIES

- Efficiently manage the CTW water supply network including water sources, trunk pipelines, town reticulation networks, water treatment plants, telemetry system, reservoirs and pump stations.
- Participation in the on-call telemetry monitoring roster in conjunction with the Water Network Manager and Water Quality Manager.
- Manage the recruitment, induction, training, performance reviews and supervision functions of all operational staff.
- Take actions to ensure a resilient workplace where the health and wellbeing of staff is of primary focus.
- Participate as an active member of Council's Senior Management Team.
- Ensure water treatment, quality and reporting functions are to the highest standard.
- Produce high level reports including projects, finance and human resources.
- Assist in preparation of the budget for operational and capital works.
- Coordinate design, construction and maintenance of water and data infrastructure projects.
- Manage the continued development and application of Council's asset management system to ensure best practice operation, maintenance and planning in relation to those assets.
- Assist with the management of Council's Asset Management System, Corporate Management System and IT Network.
- Provide technical support in operations, policy formulation and planning.
- Communicate effectively within CTW and with external professionals, government departments, other utilities and the general public to ensure timely and appropriate exchange of information and negotiations.
- Preparation, compilation and reporting of statistical, compliance and performance monitoring data as required.



- Develop and document procedures for effective construction and maintenance, in accordance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*.
- Remain up to date in the Engineering environment by undertaking appropriate training and professional development.
- Ensure WH&S policies and procedures are developed, implemented and followed.
- Develop and review safe working practices in consultation with staff and ensure they are communicated, and that staff are adequately trained.
- Understand and initiate emergency procedures when needed, undertake incident or accident investigations.
- Promote safety awareness and practice and lead by guidance, encouragement and example.
- Manage Council's Fleet and Facilities.
- Manage a range of construction and maintenance projects, including management of Contracts and Contractors at various water supply facilities to ensure that the works are achieved in a timely and efficient manner and that they meet the relevant specifications and standards.
- Carry out investigation, design, and cost evaluations of projects.
- Management of Works Section's estimates, quotes, records, cost monitoring and quality system for new developments and subdivisions, mains construction, service connections, meter reading and other capital works.
- Respond to complex customer enquiries and requests along with managing work processes, to ensure the best appropriate service and solutions are provided to water users and others.
- Collaborate at all times with other staff in a team environment.
- Adhere to the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2017* and Council's WHS policies and procedures.
- Adhere to Council's EEO policy.
- Perform other duties as directed, commensurate with level of responsibility and skills.

## **2. Salary**

The salary offered for this position is within the range of \$110,000.00 to \$130,000.00 per annum, plus any statutory superannuation contributions that Council is required to make, depending on qualifications and/or practical knowledge and experience. A leaseback vehicle is also available to the successful applicant.



### **3. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee is normally located in the administration office located at 30 Church Street, Blayney. The employee will be required to conduct regular site inspections of Council's Water Supply Network Assets and also of properties in other towns and areas serviced by Council. The employee will also be expected to represent Council at regional meetings on a regular basis.

Council maintains a non-smoking policy whilst on council property or within council vehicles.

### **4. Training Requirements**

The maintenance of the required skills and attributes to carry out the objectives of the position and the duties associated with the position may require ongoing training and professional development. Maintenance of operational and technical skills is essential.

On-the-job training will be provided in key skill areas. The Director Operations & Technical Services must be prepared to undertake all on-the-job training and professional development designed to maintain and enhance the skills necessary to perform to an acceptable level the duties of the position. In addition, the position may require attendance at short courses dealing with specific job skills. Formal training in other areas relative to the position will be encouraged.

### **5. Performance Measures and Indicators**

#### ***Performance Appraisal***

An annual performance appraisal will be undertaken of the Director Operations & Technical Services. The results of the appraisal will be made immediately available to the employee.

Any areas in which performance is assessed to be below the minimum level required for the position will be discussed with the employee, with the opportunity given for corrective action to be taken. Significant lapses in performance, which are not corrected, may lead to disciplinary action or dismissal.

#### ***Performance Measures***

Effective and efficient management of the duties assigned to the position of Director Operations & Technical Services will ensure:

- That all water sampling meet the NSW Department of Health's standards with no examples to the contrary.
- That Council's asset management system is continuously updated.
- That Council's scada systems are maintained and updated.
- That Council's WH&S policies and procedures are reviewed and updated annually.
- That Council's vehicle fleet is updated and maintained.



- That all Council's construction projects are completed on time, within budget and undertaken in a safe environment.
- That all Department of Primary Industries (DPI) – Water NSW Best Practice Water Supply & Sewer Management Guidelines are met to ensure full compliance.
- That all statutory obligations, pertaining to the position, are performed as required and in a timely manner.
- That all correspondence to customers is factual, Council's policies are adequately communicated and that all such correspondence is clear, concise and timely.
- That all reports to Council are factual, customers' concerns and objections are clearly portrayed, and that all such reports are clear and concise with appropriate recommendations.
- That all problems affecting the efficient financial operation of Council are identified and remedied in a timely manner.
- That Council's image to the community is maintained as a positive one, with no examples to the contrary.
- That Council's policy on confidentiality is maintained.
- That there are no significant breaches of Council's policies or procedures.
- That enquiries and complaints by residents and consumers are referred to the appropriate personnel in a timely manner, with no significant examples to the contrary.
- That all work is carried out in a safe and healthy work environment in accordance with the provisions of the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2017* and Council's safety policies and procedures, with no examples to the contrary.

#### **ESSENTIAL CRITERIA:**

- Tertiary qualifications in engineering or equivalent (or near completion) and/or project management or substantial relevant water industry experience;
- Demonstrated experience and knowledge in efficiently managing water supplies including trunk pipelines, water sources, water treatment, town reticulation networks and telemetry systems;
- Demonstrated experience and knowledge in managing the recruitment, induction, training, performance reviews and supervision functions of operational staff;
- Demonstrated experience in community and stakeholder engagement (eg. EPA, Fisheries, DPI Water, RMS, John Holland, Telstra etc );
- Demonstrated experience in design and construct of water infrastructure in particular pipelines, pump stations and reservoirs;
- Ability to work with technical staff from other councils to meet project milestones to facilitate joint procurements;
- Demonstrated experience in risk management;



- Excellent oral communication and negotiation skills and proven ability in the preparation of written reports, procedures, project communication plans, recommendations and tenders;
- Strong time management skills including the ability to manage a diverse range of tasks with challenging deadlines;
- Proficient in the use of Microsoft Office and Asset Management software;
- Ability to interpret and apply WHS and EEO policies and principles;
- Demonstrated ability to work as part of a Team;
- Current Drivers Licence (minimum Class C).

**DESIRABLE CRITERIA:**

- Formal education in relevant engineering field;
- Experience in hydraulic modelling;
- Experience in the use of project management software eg. Aconnex, MS Projects etc;
- Experience working in a Local Government environment;
- Working knowledge of Local Government Corporate Management Systems;
- Knowledge of Local Government (State) Award and Local Government Act.