

Position description

WASTEWATER NETWORK COORDINATOR

Position Purpose

This position coordinates the planning, operation and maintenance of the wastewater network to support reliable service delivery, efficient use of resources and safe work practices. The role provides technical advice, leads operational and maintenance activities, and contributes to asset planning, project delivery and source control functions across the network.

Position number	5176
Classification	Stream A Level 6 / IFA 6
Directorate	Water & Waste Services
Department	Network Operations and Maintenance
Section / Unit	Wastewater Network
Reports to	Executive Manager Network Operations and Maintenance
Supervises other positions	Sewer Network Supervisor Maryborough, Sewer Network Supervisor Hervey Bay, Technical Source Control Officer, Trade Waste Administration Officer, plus 15 indirect reports

Key Responsibilities

- Coordinate the planning, operation and maintenance of wastewater network assets to support reliable service delivery and efficient work scheduling.
- Manage planned and responsive maintenance activities, including resource allocation, after-hours callouts and emergency response arrangements.
- Provide specialist, technical advice on wastewater network operations, maintenance, repairs, renewals and operational changes to minimise service disruption.
- Contribute to capital works, rehabilitation and asset replacement programs through effective planning, scheduling, procurement and delivery coordination.
- Monitor operational expenditure, contribute to budget development and manage recoverable works and day labour resources to achieve value for money.
- Oversee asset information, project documentation, source control and trade waste management activities, including compliance monitoring, stakeholder liaison and implementation of controls to protect the wastewater network and treatment systems.
- Lead and support staff performance, workforce coordination and day-to-day supervision to achieve service, safety and operational outcomes.
- This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Selection Criteria

Education

- Certificate III (AQF Level 3 or higher) in Water Industry Operations.

Certificates, Memberships, Tickets, Competencies & Licences

- Valid class C or CA driver licence (provisional or open) to drive a vehicle in Queensland.
- General Construction Induction (White Card), or ability to obtain prior to commencement.

Skills and Experience

- Demonstrated ability to coordinate planned and responsive maintenance programs for wastewater network assets within an operational service environment, including network components, pumping systems and treatment.
- Demonstrated ability to plan and coordinate work programs and projects, including analysing issues, providing solutions and technical advice, and prioritising competing demands to ensure quality and compliance in a complex operating environment.
- Proven capability to coordinate and support team performance, including allocating work, providing guidance and coaching, and contributing to a productive, safe and accountable team environment.
- Highly developed communication and stakeholder engagement skills, with the ability to build effective working relationships, provide professional advice, and influence outcomes across internal and external stakeholders.
- Proven ability to interpret and apply legislation, policy and procedures to ensure consistent, compliant decision-making in a complex operational environment, including WHS, procurement and budget responsibilities within delegated authority.

Nice to have

- Licensed Plumber and Drainer or other relevant trade.
- Experience using asset maintenance management systems, SCADA or telemetry systems.
- Knowledge of contemporary pipeline systems, including trenchless or no-dig technologies.
- Knowledge of inflow and infiltration managements.

Work Environment Requirements

Key Psychosocial Factors Include:

Emotional Demands

- Emotional demands associated with independent decision-making and accountability
- Managing competing priorities and stakeholder expectations
- Limited day-to-day supervision
- Exposure to employee emotional needs

Work Environment Factors

- Open office-based or hybrid environments
- Managing flexible work arrangements
- Reduced direct supervision and limited on-site support

Cognitive and Mental Load

- High cognitive load due to strategic thinking, decision-making, and problem-solving
- Requirement to interpret complex information and legislation

- Managing risk, priorities, and outcomes independently
- High digital literacy

Physical Demands

- Predominantly sedentary work
- Predominantly desk-based work and screen use
- Occasional site visits or meetings requiring mobility

WHS	As per WHS Act 2011 (QLD) Section 28 Duties of Worker
Mandatory Training	As per Training Needs Analysis
Financial delegation	Refer to register
Vaccinations	Hepatitis A, Hepatitis B, and Tetanus immunisations (or ability to acquire within 3 months)
Agreement	Fraser Coast Regional Council Certified Agreement (as varied or replaced)
Award	Queensland Local Government Industry (Stream A) Award (as varied or replaced)
Other	Nil

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: _____
Signature of Employee