



Schedule 2 – Position Description

Position Name:	Utilities Manager
Position Number:	3009
Directorate:	Works
Team:	Water and Sewerage
Category of Employment:	Maximum Term Contract – Full Time
Classification Level:	Qld Local Government Industry (Stream A) Award – Above Award
Classification Type	Administration - Technical
Reports to:	Director of Works
Located:	Longreach
Accountable for:	Water and Sewerage and Water Treatment Teams Longreach, Ilfracombe, Isisford and Yaraka
Vehicle Authorisation:	Yes
Financial Delegation:	Yes
Revised:	May 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The objective of the position is to provide professional technical support and assistance over a variety of engineering tasks for the management of Council’s water supply, sewerage systems and solid waste and will be implementing asset management programs through planning, project management, budgeting, direct supervision and coordination of services.

Position Responsibilities:

Functional Areas	
<p>Water, Waste Water and Solid Waste</p>	<ul style="list-style-type: none"> • Lead the functions of Water Operations; Water Infrastructure; Sewer Operations; Sewer Infrastructure; and Waste Operations and Infrastructure. • As a member of the Works management team, the position’s primary purpose is to deliver on the following services: <ul style="list-style-type: none"> ○ Support public health and growth through “integrated water cycle management” and the safe and equitable delivery of drinking water supply to residents and business in the LGA. ○ Support public and environmental health through “integrated water cycle management” and the safe and equitable treatment of sewage, and improved water quality flows into the environment. ○ Support public and environmental safety and health and generation of business through changing community and business behaviours, minimisation of waste to landfill and greater utilisation of recycled waste. ○ Maintain seamless service delivery to communities in accord with adopted standards ○ Embrace opportunities to improve services and infrastructure for communities ○ Bring together and build on the strengths of strategies, structures, staff and systems.

Key Accountabilities

<p>Within the Works Team, the position is accountable for:</p>	<ul style="list-style-type: none"> • The planning, performance and policy implementation of the service area/s and associated programs. • Managing water and sewerage resources (people and financial) effectively and in accordance with policy, budget and processes, including assisting with budget development, monitoring expenditure, forecasting, and implementing appropriate cost controls. • Managing assets and risks in accordance with asset plans, risk framework, policies and processes. • Building an engaged and high performing team in achieving agreed outcome by leading, mentoring and motivating them. • Managing and reporting on operational performance in accordance with performance frameworks and legislative requirements. • Contributing constructively to the Council’s transformation journey towards becoming a modern future-focused LGA. • Meeting statutory and compliance requirements and reporting.
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	<ul style="list-style-type: none"> ● Review and report on water quality parameters at agreed intervals to ensure compliance with Council’s approved Drinking Water Quality Management Plan, Chlorate Management Plan, Blue-Green Algae Management Plan, ADWG, Council’s Environmental Authorisation, etc. ● Assist in incident reporting, root cause analyses and corrective actions. ● Delivering on sustainability initiatives and practices in accordance with strategies, policies and budget. ● Ensure efficient and timely delivery of engineering projects, including but not limited to: <ul style="list-style-type: none"> ▪ Develop grant and funding submissions for projects. ▪ Assist with project estimates, budgets and submissions. ▪ Project documentation, plan preparations, site checking for all works in line with given Project priorities and time lines. ▪ Contract administration for contracted works and contracts awarded to Council. ● Managing Councils waste facilities including contractor management, audits, inspections and compliance. ● Ensuring asset data in your responsible area is maintained with a high level of accuracy and entered into relevant systems at agreed intervals. All appropriate asset data documents and information are maintained and up to date. ● In consultation with the Works Director, Supervisor, operators and other stakeholders, develop, implement and maintain pro-active maintenance programs and procedures. ● Assisting in the development of standardised defect and condition auditing procedures and the implementation of defined maintenance standards for all asset groups. ● Liaising with and assisting other Council Departments.
Other	<ul style="list-style-type: none"> ● Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Extent of Authority

This position manages a work area of Council with a high level of autonomy and professional judgement. The role has authority to implement and initiate change within the area of responsibility, operating within organisational goals, policies and constraints. It is accountable for the quality, effectiveness, cost and timeliness of programs and projects under its control, with problems requiring analytical thinking, sound judgement and at times creativity in developing practical solutions. Methods, procedures and processes may not always be fully defined, and the position is expected to contribute to their development, improvement and adaptation.

Key Relationships

Internal



Accountable to:	Director of Works	Provides operational, technical and performance advice, reports on service delivery, and escalates risks, issues and resource needs.
Supervised by:	Director of Works	Receives direction on strategic priorities, policy application, major projects, budget matters and organisational expectations.
Works With:	Water and Sewerage team members, managers, supervisors and other Council departments	Builds cooperative working relationships to coordinate service delivery, projects, compliance activities, asset management and cross-functional support.
External		
Works With:	Contractors, consultants, regulators, suppliers, service providers and community stakeholders	Maintains effective external relationships to support compliance, project delivery, procurement, technical advice and responsive customer outcomes.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Demonstrates professionalism, takes ownership of outcomes within the role, and leads the team in a safe, compliant and performance-focused manner.
- Communicates clearly and respectfully, builds trust, and works effectively with internal and external stakeholders.
- Prioritises work, manages competing demands, monitors progress and ensures deadlines and service standards are met.
- Applies analytical thinking, sound judgement and practical decision-making to resolve operational and technical issues.
- Identifies opportunities to improve systems, processes and service delivery while maintaining legislative, policy and safety requirements.
- Works constructively with others, supports a positive team culture, and contributes to shared goals across Council.

Position Requirements

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Ability to gain respect and create good working relationships across all levels of Council.
- Demonstrated communication skills with the ability to deal with all levels of the organisation and external agencies.
- Excellent time management, organisation and planning with an ability to prioritise and manage own time and meet critical timeframes.
- Demonstrated ability to work with minimal supervision and also within a team environment.
- Exceptional attention to detail and record keeping skills.

- High level customer service skills.
- An ability to read and interpret legislation.
- Developed analytical, problem-solving ability and negotiation skills.

Knowledge

- Sound working knowledge of asset management principles.
- Demonstrated knowledge and understanding of Water Treatment, storage and networks
- Demonstrated knowledge and understanding of Sewage collection, treatment and disposal
- Demonstrated knowledge and understanding of solid waste collection, management and disposal
- Knowledge and understanding of Quality Assurance processes and systems
- Knowledge of Council's policies and procedures and relevant Local Government legislation.
- A working knowledge in the area of WH&S, QA, Environmental and Cultural heritage.
- High level of knowledge and understanding of computer programmes and telemetry/communication systems

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- General Construction Induction card.
- Experience in contract management.
- Demonstrated experience as a solid practitioner in hydraulic, environmental or related engineering field
- Occupational plumber and/or drainer licence or
- QBCC contractor licence in the relevant class (plumbing and drainage)
- Water Treatment Operator Certification (NCF Parts 1 and 2) – Willingness to obtain within 12 months.
- Demonstrated experience and competencies in water, sewer and solid waste.
- Demonstrated knowledge and understanding of the Australian Drinking Water Guidelines, Water Services Association of Australia Standards and QLD Planning Policies and AS 3500 (Plumbing and Drainage Code)
- Demonstrated experience and understanding of water and wastewater treatment processes.
- Demonstrated supervisory experience in operation and management of town water supply and sewerage systems.
- High level of computer literacy, including demonstrated experience using, word processing, spreadsheets, databases, email and internet, and SCADA
- Experience in establishing and managing a budget that supports strategic and corporate directions, including assisting with budget development, accountability for expenditure and revenue, expenditure monitoring, forecasting, and budget control processes.

Desirable Experience/Qualifications

- Tertiary qualifications in Engineering (Civil or Environmental) or demonstrated experience and competencies in water, sewer and solid waste.
- Cert 1v in Water Industry Operations
- Commission and Maintain Backflow Prevention devices.
- Effective in the organisation of resources and work schedules to meet asset management expectations.
- Ability to demonstrate a systems view approach of water cycle network, inter-relationships and inter-dependencies.
- Conversant across contemporary engineering techniques and technologies to deliver water, sewer and waste infrastructure and operate those systems.
- Keen eye for effective design solutions.
- Good networker with agencies and across the region.
- Local Government experience in similar work environment and knowledge of legislation.

Delegations and Authorisations

Financial Delegation

<input checked="" type="checkbox"/>	Manager	\$199,999	Approval of purchase orders and contracts within approved budgets, subject to quotation, probity and procurement requirements under Council policies and the CEO-to-Employee Delegations Register; escalate procurement matters exceeding delegation in accordance with Council procedures.
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Vehicle Authority

<input checked="" type="checkbox"/>	Classification 2 – Business and Private Use with Restrictions	This position is authorised to use a Council-owned or hired motor vehicle under Classification 2 – Business and Private Use with Restrictions in accordance with Council’s Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Private use is subject to restrictions and written approval by the Chief Executive Officer or as specified in the employment contract. The position holder must comply with all conditions of use, including approved use, licensing, safety, and reporting requirements. This position does not have authority to approve vehicle allocations, classifications, or private use for other employees.
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Where the position has Delegations and Authorisation

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council’s *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register*, and any *Authorised Person/ Authorised Officer Instrument of Employment* issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures

Physical Requirements

Vision and Hearing Requirements

- This position requires a vision test
- This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)
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	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team Based Work - works in a team of people and not exposed to isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating With Others - Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating With Others - Written	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating - high levels of concentration required while completing required tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making - required to exercise sound decision making while completing all aspects of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem Solving - requirement to develop sound solutions to novel or unusual problems arising during the course of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and Long-term Memory Recall - ready access to documented procedures or precedents to perform requirements of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interruptions - frequency of interruptions to daily work plans and requirement to change work plans at short notice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

- This position does not require more than 10-15% manual handling/physical exertion
- A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)
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	Rare/Never	Occasional 0-33%	Frequent 34 - 66%	Constant > 66%
Mobility/Posture				
Sitting - stay in seated position (including driving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing - standing in an upright position, moving less than 3 steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking - In an upright position, moving more than 3 steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling - Move on the hands & knees or by dragging the body close to the ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling - To lower the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending - To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching - Extending arms out in any direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/Trunk Rotation - Rotating the body to one side or the other without moving the feet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation/Pinch Grip - Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power/Open Hand Grip - Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Level Work - Performing manual handling actions at or near ground level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling Work				
Lift/Carry/Hold - Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling - Applying force to move something away or closer to oneself, including static positions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weight Requirements - lift, carry, push, pull or hold				
1 - 5kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 - 10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 -15kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 -20kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC–SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to willfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC–SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centers, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.



Authorised By:	André Pretorius, Works Director
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	

