

Aqwest Position Description

Position Title	Networks Supervisor
Job Level	Level 6 (Administration pay scale)
Business Area	Water Services
Department	Water Operations
Industrial Instrument	Enterprise Agreement
Responsible to	Coordinator Water Operations
Supervision of	• Network Controllers • Water Services Trainee • Plumbing Services Contractors
Primary Location	Water Quality Centre, Keble Heights, College Grove WA 6230

Vision

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Values

 Accountability	 Integrity	 Respect	 Transparency
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Position Overview

Ensure the safety and efficiency of Aqwest's water supply network and its operators.

Corporate Responsibilities

Workplace Health & Safety	The employee shall take reasonable care: - To ensure his or her own safety and health at work; and - To avoid adversely affecting the safety and health of any other person through any act or omission at work. The employee shall: - Comply with all Aqwest policies and procedures; and - Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Ethical Behaviours	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures. Participate in activities relevant to the control of fraud and corruption.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.
Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance

	with Aqwest's Record Keeping Plan and the State Records Act 2000.
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

Key Responsibilities

- Ensure that a safe workplace is provided for all Aqwest workers in accordance with Aqwest's work health and safety systems.
- Provide leadership, encouragement, supervision and support to the networks team and foster a whole of organisation team, in line with Aqwest's policies and programs.
- Responsibility for ensuring that the Network assets are operating efficiently and effectively and meeting Network performance requirements.
- Support the operational and compliance reporting related to Aqwest's operations department.
- Develop, monitor, and manage operational budgets as delegated by the Coordinator Water Operations.
- Provide operational input into the design, planning, scheduling and implementation of works (both capital and operations & maintenance).
- Liaise with other public authorities, contractors, consultants, and customers as necessary to meet the objectives of this position.
- Provide operational input and contribution into Aqwest's asset replacement and asset creation and maintenance programs.
- Responsible for fostering a culture of innovation and improvement across operational teams.
- Lead, develop and manage a workforce in accordance with established people and culture processes.
- Support the investigation of complaints related to Network assets and activities.
- Create, schedule and dispatch work orders into Aqwest's Asset Management and Works Management systems.
- Promptly validate and process work completed by Aqwest's contracting partners.
- Ensure safety and environmental incidents are investigated and closed out.
- Positively participate in Aqwest processes, policies, working groups and other initiatives.
- Carry out after hour's duties as required by the On Call Supervisor role as per the On Call Roster.
- Incurring and Certifying Officer.

The duties contained in this Position Description are to be used as a guide for the position.

This position is issued with a Aqwest Identification Card

Qualifications/Certificates/Licences

- Certificate III in Water Industry Operation or equivalent (Certificate IV well regarded).
- Certificate IV in Leadership and Management or equivalent.
- Ability to hold Confined Space, working at heights, SCBA and Chlorine handling certification.
- 'C' Class Driver's Licence.
- Ability to hold an MR Licence
- Apply First Aid and CPR

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Demonstrated knowledge of Work Health and Safety Act and Regulations.
- Demonstrated experience in water industry operations, including operating and maintaining water network assets.
- Experience in supervision of multiskilled tradespeople.
- Demonstrated ability managing contractors, suppliers, and logistics.
- Good interpersonal skills including written and verbal communication.
- Demonstrated conceptual and analytical skills.
- Strong computer skills in Microsoft Office suite of programs.

Desirable

- Contract administration at supervisory level.
- Demonstrated experience of water quality principles and the Australian Drinking Water Guidelines (AWDG).
- Demonstrated experience in Supervisory Control and Data Acquisition (SCADA).

FOR PERFORMANCE REVIEW PURPOSES ONLY (REMOVE THIS PAGE WHEN ADVERTISING VACANT POSITION):

CURRENT
OCCUPANT: _____SIGNATURE: _____

MANAGER: _____SIGNATURE: _____

DATE REVIEWED: _____

Revision History

Version	Date Released	Description of Changes	Author	Authorised by
1.0	February 2024	Initial Draft – New Position	GM Water Services	GM Business Services
1.1	October 2025	Template updated and minor tweak	PCC/CWO	GMWS