MELBOURNE WATER POSITION DESCRIPTION

Leading Hand Grass

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Lead	This role has no direct reports.

THIS ROLE EXISTS TO: (PURPOSE)

The Leading Hand Grass is responsible for the execution of grass management activities for delivery of maintenance and project activities on Melbourne Water's Waterways and Land assets. When required the operator undertakes natural resources management and civil maintenance/project works.

KEY ACCOUNTABILITIES:

- Successful delivery of grass management and maintenance/project activities across a geographical area of Melbourne Water's Waterways and Land assets.
- Take care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives
- Accountable for meeting specified quality, timeliness, budgetary and compliance requirements.
- Understand and follow the processes and procedures in line with our Integrated Management System (IMS).

KEY RESPONSIBILITIES	KPIs
General Duties • Operation of heavy plant and equipment with certificate of competency to undertake grass management duties • Undertake natural resources management, civil maintenance and project works and grass maintenance in waterways and land delivery environments • Operation of a range of hand and power tools • Undertake further training to enhance job capabilities or specified field works • Use and perform routine maintenance on tools, equipment and machinery • Operate within and contribute to improvement of Melbourne Water policies and procedures (including OH&S procedures), Task Risk Assessments, Standard Operating Procedures and Environmental Management System requirements. • Ensure that all required administrative elements are undertaken to a suitable standard and within the required timeframe • Respond to call outs as per Incidents and/or Emergency Response •	• Service delivery targets, safety and customer service quality KPI's as noted in agreed service levels and procedures • Accurate and timely reporting of all incidents, near misses and hazards • Customer feedback

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated experience operating heavy plant and equipment to undertake grass management with relevant certificate of competency
- Experience in natural resource management, grass maintenance or civil asset maintenance

- Ability to take responsibility for own role in ensuring the safety of all team members and other personnel on site
- Problem solving skills, including the ability to deliver the appropriate outcomes
- Sound interpersonal skills and an ability to communicate clearly and effectively with a wide range of people both within Melbourne Water, external organisations and with the general public
- Ability to work and contribute in a team environment to improve processes, respond to various demands and manage multiple activities simultaneously
- Ability to work under pressure and in emergency situations

- Please Note: All employees must possess a license to perform any duty which is required to be held under Australian legislation.

KEY RELATIONSHIPS:

All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

Internal

Grass Management Staff are required to communicate with a broad range of internal teams. Communication with internal stakeholders includes provision of advice on specific programs, projects, procedures and policy relating to waterway and land maintenance or project activities.

External

Grass Management Staff are required to communicate with numerous external stakeholders including private landholders, local governments, community groups, consultants, members of the general public and various other government agencies including VicRoads, Local Government, Parks Victoria, the Environment Protection Authority, the Department of Energy, Environment and Climate Action (DECCA) and Catchment Management Authorities.

SALARY RANGE:

- WLD salary level 3

OTHER COMMENTS:

This role requires the following:

- Criminal Records Check
- Medical Assessment
- Victorian Driver's license
- Task based assessment for Fitness
- Meet response time for First Attack roster

Location: South East Regional Office (SERO), Bangholme & Koo Wee Rup Office