

# MELBOURNE WATER POSITION DESCRIPTION

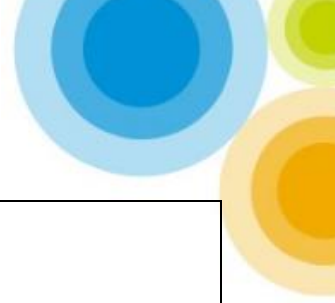
## Crew Natural Resource Management With Fire

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Supervisor	N/A
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Crew Member with Fire is responsible for the execution of natural resources management, civil maintenance/project works and bushfire response and preparedness activities on Melbourne Water's Waterways and Land assets.</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> <li>• Successful delivery of maintenance and project activities across a geographical area of Melbourne Water's Waterways and Land assets.</li> <li>• Prompt and effective response and contribution to Melbourne Water's fire fighting organisation including fire response activities and tactical on the ground operations.</li> <li>• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li> </ul>	
KEY RESPONSIBILITIES	KPIs
<p>The list of indicative duties set out below is intended as a general guide</p> <p><b>General Duties:</b></p> <ul style="list-style-type: none"> <li>• Undertake natural resource management, grass maintenance and civil asset maintenance/project activities in waterways and land delivery environments</li> <li>• Operation of a range of hand and power tools</li> <li>• Operation of heavy plant and equipment with certificate of competency</li> <li>• Undertake further training to enhance job capabilities for specified field works</li> <li>• Assist in the provision of on-the-job training under the direction of a leading hand</li> <li>• Work under routine supervision either individually or in a team environment</li> <li>• Use and perform routine maintenance on tools and equipment</li> <li>• Understand and undertake defined quality control/assurance procedures including the ability to recognise fundamental quality deviations or faults</li> <li>• Operate within and contribute to improvement of Melbourne Water policies and procedures (including OH&amp;S procedures), Task Risk Assessments, Standard Operating Procedures and Environmental Management System requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Service delivery targets, safety and customer service quality KPI's as noted in agreed service levels and procedures</li> <li>• Accurate and timely reporting of all incidents, near misses and hazards</li> <li>• Customer feedback</li> </ul>

Job level: WLD EA Level 3  
 Assessed by: P & C  
 Date Assessed: Dec 2018  
 Last reviewed date: August 2022

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<ul style="list-style-type: none"> <li>• Take care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li> <li>• Respond to call outs as per Incidents and/or Emergency Response</li> </ul>	
<p><b>Fire Response:</b></p> <ul style="list-style-type: none"> <li>• Prompt and effective response and contribution to Melbourne Water’s fire fighting organization, potentially including first attack fire response activities and tactical on the ground operations</li> <li>• May be required to work in one or more of the following roles (subject to an individual’s training, skills and competency); General Fire Fighter, fire tanker operator, heavy machine operator, or team member of a Forest Fire Management Victoria taskforce</li> <li>• Maintain annual fire fighter accreditation</li> <li>• Maintain a level of fitness sufficient for fire fighting</li> <li>• Must reside permanently within 20 minutes normal driving time of the relevant Work Centre (30 mins for Thomson)</li> <li>• Be available for out of hours availability (24 hour a day recall to work) and out of hours emergency response (when rostered)</li> <li>• Be available to go on a one-in-three week fire roster during the fire season</li> <li>• Knowledge of Australasian Inter-service Incident Management System (AIIMS). AIIMS accreditation</li> </ul> <p><b>Annual Leave over the Summer fire period will be restricted</b></p>	<p>General fire fighter accreditation</p> <p>Service delivery targets, safety and customer service quality KPI’s as noted in agreed service levels and procedures</p>

### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Ability to work proactively as a member of the team, contribute fully to team decision-making and take responsibility for own role in ensuring the safety of all team members and other personnel on site
- Experience in natural resource management, grass maintenance or civil asset maintenance/project work
- 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
- Experience or ability to attain general firefighting qualifications
- 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
- Ability to use initiative and innovation in a range of tasks

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### 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

WLD Crew members are required to communicate with a broad range of internal teams. Communication with internal stakeholders includes provision of advice on specific projects and procedures relating to maintenance or project activities.

#### External

WLD Crew members are required to communicate with external stakeholders as required including members of the general public and various other government agencies work alongside in fire response including the Department of Environment, Land , Water , Planning (DELWP), CFA, Parks Victoria.

### SALARY RANGE:

- WLD EA 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: Regional location as required

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