

# MELBOURNE WATER POSITION DESCRIPTION

## WLD CIVIL CREW LEADER WITH FIRE

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Supervisor	
PURPOSE	
<p>The WLD Civil Staff are responsible for the implementation and delivery of civil work involved in Melbourne Water's Waterways and Land related activities. The staff must operate within the framework of and provide input into development of Melbourne Water policies and procedures (including OH&amp;S procedures), Task Risk Assessments, Standard Operating Procedures and Environmental Management System. The work is to be completed in a safe, effective and efficient manner consistent with Melbourne Water business objectives.</p>	
KEY ACCOUNTABILITIES:	
<p><b>Civil Crew Leader:</b></p> <ul style="list-style-type: none"><li>• Oversee crews and provide direct support to Crew Members and other Crew Leaders.</li><li>• Display a strong commitment to safety systems, meeting agreed timelines, budget allocations, development &amp; delivery of maintenance programs and project works.</li><li>• Assist Crew Members to ensure compliance requirements are maintained.</li><li>• Take care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives</li><li>• Successful delivery of Civil maintenance and project activities across a geographical area of Melbourne Water's Waterways and Land assets.</li></ul> <p><b>Fire Response (where relevant):</b></p> <ul style="list-style-type: none"><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></ul>	
KEY RESPONSIBILITIES	KPIs
<p>The list of indicative duties set out below is intended as a general guide:</p> <ul style="list-style-type: none"><li>• Delivery of complex Civil Works Programs and projects, that may involve contractor or crew oversight</li><li>• Designated first aid duties for a site/crew</li><li>• Understand and apply quality control techniques</li><li>• Exercise good interpersonal and communications skills</li><li>• Perform work which, while primarily involving the skills of the employee's qualification, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training</li><li>• Contribute to the implementation of the annual catchment maintenance, fire protection, Water Supply asset maintenance, Large Main Repair and Waterways and Land civil inspection and works programs</li></ul>	<ul style="list-style-type: none"><li>• Work completed in a timely manner</li><li>• Stakeholder liaison to ensure obligations and relationships are maintained</li><li>• Identify training needs for crew members</li><li>• Prompt and timely document management and control</li><li>• Up-to-date TRA's and procedures are evident in their use</li><li>• Adherence to company policies and procedures</li><li>• Satisfactory site inspections</li><li>• Customer feedback</li><li>• Safety Leadership</li><li>• Accurate and timely reporting of all incidents, near misses and hazards</li><li>• Non-conformance reports</li></ul>

Job Level: EA level

Assessed by: P and C

Date: 2 September 2016

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<ul style="list-style-type: none"> <li>• Responsible for the quality of own work within the MW framework and largely works autonomously</li> <li>• Operation of heavy plant and equipment with certificate of competency</li> <li>• Mentoring and training of new people into general fire fighter roles</li> <li>• Knowledge sharing and building capability in current and new fire roles</li> <li>• Undertake further training to enhance job task capabilities or specialist field</li> <li>• Work under routine supervision either individually or in a team environment</li> <li>• Operation of a range of hand tools</li> <li>• Operation of small to medium size machinery with supervision or recent certificate of competency</li> <li>• Use and perform routine maintenance on tools and equipment</li> <li>• Understand and undertake basic quality control/assurance procedures including the ability to recognise basic quality deviations or faults</li> </ul>	
<p><b>Fire Response (where relevant):</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, Crew Leader for fire crew, fire tanker operator, heavy machine operator, fire line tree felling, or team member of a Networked Emergency Organisations (NEO) taskforce</li> <li>• Maintain annual fire fighter accreditation</li> <li>• Maintain a level of fitness sufficient for fire fighting</li> </ul> <p>Where involvement in first attack fire response is required, the following will apply:</p> <ul style="list-style-type: none"> <li>• Must reside permanently within 20 minutes normal driving time of a Work Centre</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>• Annual leave over the summer fire period will be restricted</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Australasian Inter-service Incident Management System (AIIMS). AIIMS accreditation</li> </ul>
<b>SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:</b>	
<p><b>Civil Crew Leader</b></p> <ul style="list-style-type: none"> <li>• Ability to lead the team on key programs and projects, contribute fully to team decision-making and take responsibility beyond own role in ensuring the safety of all team members and other personnel on site</li> </ul>	

Job Level: EA level

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- Possess not less than three years' experience in civil maintenance or construction (or other relevant field) and have the skills, knowledge and experience to perform work within the scope of this level
- Ability to work under pressure and in emergency situations
- Possess a level 2 first aid qualification
- Ability to co-ordinate and lead work either individually or in a team environment potentially comprising permanent, casual or contractor staff
- Ability to manage competing priorities and timelines
- Capability in working in a construction or maintenance environment, particularly in assisting the delivery and management of resources, i.e. labour, plant, materials and subcontractors
- Experience in civil maintenance or construction activities
- 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
- Must be able to lead and oversee a team of employees , casual staff and contractors
- Ability to work under pressure and in emergency situations
- Ability to work and contribute in a team environment to improve processes, respond to various demands and manage multiple activities simultaneously
- Ability to work with contractors and/or consultants
- Ability to use initiative and innovation in a range of tasks

### 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

Civil 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 civil maintenance or project activities.

#### EXTERNAL

Civil 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, the Environment Protection Authority, the Department of Environment, Land, Water and Planning and Catchment Management Authorities.

### SALARY RANGE:

EA level, plus 9.5% superannuation as per the following:

- Civil Crew Leader with Fire – EA Level 4

### OTHER COMMENTS:

WLD Civil staff require the following:

- Criminal Records Check
- Medical Assessment
- Drivers license

Location: Healesville

Job Level: EA level  
Assessed by: P and C  
Date: 2 September 2016

