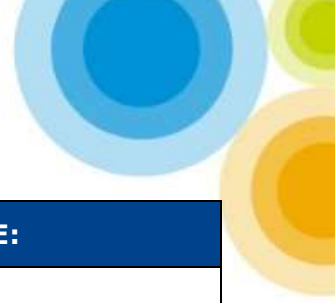


# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Crew Civil



REPORTS TO:		DIRECT REPORTS AND TEAM SIZE:	
Program Lead		This role has 0 direct reports.	
THIS ROLE EXISTS TO: (PURPOSE)			
The Crew Member is responsible for the execution of natural resources management and civil maintenance/project works on Melbourne Water’s Waterways and Land assets.			
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>• 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	
<b>General Duties:</b> <ul style="list-style-type: none"> <li>• Undertake natural resource management 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>• 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> <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>		<ul style="list-style-type: none"> <li>• Service delivery targets, safety and customer service quality</li> <li>• 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>	

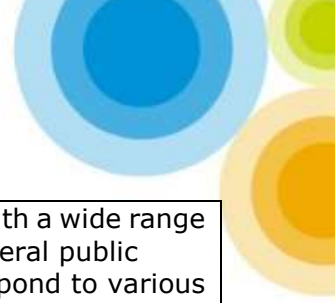
## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- 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 or civil asset maintenance/project works
- Problem solving skills, including the ability to deliver the appropriate outcomes

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

Crew Civil



- 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
- 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

- 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 private landholders, local governments, community groups, consultants, members of the general public and various other government agencies.

## SALARY RANGE:

- WLD Crew Member – EA Level 2

## OTHER COMMENTS:

This role requires the following:

- Criminal Records Check
- Medical Assessment
- Victorian Driver's license or ability to independently travel to work sites

Location: Olinda Reservoir