

## POSITION DESCRIPTION

<b>Position title</b>	Civil Maintenance Operator
<b>Section</b>	Civil Maintenance
<b>Employment type</b>	Full Time Permanent
<b>Classification</b>	Band 4
<b>Location</b>	Wannon Water Service Delivery Area
<b>Date Approved</b>	January 2025
<b>Approving Officer</b>	General Manager Service Delivery

## POSITION OBJECTIVES

Under limited direction, perform civil maintenance activities to support the efficient operations of the organisations' networks which include the water distribution and sewerage collection systems

## KEY RESPONSIBILITIES & DUTIES

Carry out reactive, proactive and corrective civil maintenance activities as directed.

Monitor and record information utilising field-based work management systems to ensure the business performance targets are met. To be completed in a timely manner as part of each work order activity.

Ensure safe work practices are applied in daily activities and promote the importance of a safe work environment to support the ongoing safety of all Wannon Water employees.

Oversee contractors working on Wannon Water Assets as required and ensure the safe conduct of these operational activities in accordance with policies and procedures.

Assist the Team Leader with organising and directing scheduled maintenance activities, and the supervision of resources including employees when required.

Complete operational duties as directed by the Civil Maintenance Team leader or via Work Orders to support the Operations branch.

Contribute to the identification of ongoing improvement practices and efficiencies to deliver a high-quality service to the business and Wannon Water Customers.

Uphold the values and performance standards of Wannon Water.  
Assist other teams within the Wannon Water Region with maintenance activities as required.

May be required to perform tasks associated with asbestos removal. Training will be provided to complete these tasks. Information on risks associated with exposure to asbestos fibres can be found here: <https://www.asbestos.vic.gov.au/about-asbestos/health-facts>

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Carry out other duties as directed.

Participate in the after-hours standby roster as required

#### ORGANISATIONAL RELATIONSHIPS

<b>Responsible to</b>	Civil Maintenance Team Leader
<b>Responsible for</b>	Nil
<b>External Liaison</b>	Customers, contractors, utilities, municipalities businesses and members of the general public.

#### ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.

May be required to exercise high precision trade skills using various materials and/or specialised techniques.

Assist in providing direction, leadership and on-the-job training to supervised employees or groups of employees.

Employees tasked with supervisory responsibilities are required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.

#### JUDGEMENT AND DECISION MAKING

The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.

The role often requires the quantification of the amount of resources needed to meet those objectives.

Guidance & advice are always available within the time available to make a choice.

#### SPECIALIST SKILLS & KNOWLEDGE

Proficiency in the application of relevant standard procedures, practices and / or in the operation of equipment or knowledge of the use of plant which requires a limited degree of skill or adaption.

Require a thorough understanding of the relevant technology, procedures and processes used within the civil maintenance team.

Possess a thorough understanding of Wannon Waters Customer Charter and the relevant policies, procedures, technology and processes used within the team.

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### MANAGEMENT SKILLS

Will assist other employees in carrying out their tasks where required utilising experience, knowledge and skills.

When supervision is required assistance will be provided to the supervised employees with their task.

### INTERPERSONAL SKILLS

Has the ability to gain co-operation and assistance from customers, members of the public and other employees in the performance of well-defined maintenance activities.

Requires written communication skills to enable the preparation of routine correspondence and reports if required.

### QUALIFICATIONS & EXPERIENCE

#### Essential

Qualifications or willingness to obtain a Certificate III in Water Industry Operations.

A valid Australian driver's license is required.

#### Desirable

Experience in a relevant area of work.

Medium – rigid truck license.

### INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- ISO 55001: Asset management – Management systems – Requirements
- ISO 31000: Risk Management - Requirements
- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

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## OTHER INFORMATION

### Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:



We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

### Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

### Minimum Employment Period

All successful applicants will be subject to six month minimum employment period as per the Fair Work Act 2009

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### Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

### Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

### Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised ISO 45001. Aligning to the standard assists with ensuring that all employees are provided with a safe and healthy working environment. Compliance is mandatory.

### Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

### Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____