

# Goulburn-Murray Water Position Description

## Field Officer (Construction) – Position Number IDS823

### Role Purpose

Field Service Officers undertake the delivery of capital, planned and unplanned maintenance programs. Under direction of a Field Services Team Lead or Supervisor, field officers perform a broad range of field based tasks associated with the renewal, modification, rehabilitation and maintenance of G-MW’s irrigation and dams infrastructure.

The role encompasses manual labour, plant operation, aquatic and terrestrial weed spraying, implementation and use of safety systems, administration components including recording and reporting works using paper based and computer maintenance management systems (CMMS).

The position requires individuals who can work individually and within teams, are self-motivated and prepared to take on a variety of challenging tasks.

Reports to (title)	Field Supervisor
Classification / Band	Band A
Allowances	GMW Mobile Phone
Employment Status	GMW considers every role flexible where this can still deliver the required business outcomes, this could include but is not limited to part-time or job share.
Location	East
Position Contact	Gary Biddle - Construction Manager – 0428 514 644
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> <li>- Industry Recognised Safety Industry Card</li> <li>- Minimum of 12months experience in civil construction, maintenance or agricultural sectors</li> <li>- HR Truck Licence</li> </ul> <p><u>Desired</u></p> <ul style="list-style-type: none"> <li>- Plant and equipment experience and tickets e.g. excavator ticket</li> <li>- Certificate 3 in Civil Construction</li> <li>- Competency/licensed plant operators with experience in water industry or equivalent</li> <li>- Qualified tradesmen in building and construction industries.</li> <li>- First Aid Level 2</li> <li>- Spotters</li> <li>- Doggers</li> <li>- Traffic Management Level 2</li> </ul>
Other Requirements	Proof Covid-19 Vaccination Status Police check Australian Drivers Licence Australian Working Rights
Approver/Approval Date	Sophie Riddell – Manager HR Business Partnering – July 2022

Key Result Areas	Key Responsibilities	KPIs
Customer Service	<ul style="list-style-type: none"> <li>• Promote and encourage customer service principles (responsiveness, timeliness, quality)</li> <li>• Align service provision with agreed service standards and customer expectations.</li> <li>• Maximise performance through fostering a positive workplace culture that reflects the G-MW’s Corporate Core Values.</li> <li>• Demonstrate behaviours that are consistent with the Code of Conduct for Victorian Public Sector Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from peers, line management, contactors &amp; other business units.</li> <li>• No breaches of the Code of Conduct for Victorian Public Sector Employees.</li> <li>• Agreed customer service targets achieved.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Support and follow instruction from Field Team Leads and Supervisors.</li> <li>• Execute assigned tasks to maximize productivity and utilisation of available resources and plant.</li> <li>• Support and actively participate in business meetings, forums and toolboxes.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from peers, line management, contactors &amp; other business units.</li> <li>• Meeting attendance records</li> <li>• Participation in meetings and forums</li> </ul>

<p>Civil Maintenance / Construction</p>	<ul style="list-style-type: none"> <li>• Undertake construction and maintenance tasks including but not limited to:</li> <li>• Earthworks – including the excavation, transport, placement and compaction of a range of fine and coarse grained soils (clays, sands, gravels and rocks, desilting, weed removal)</li> <li>• Concreting, including repairs or replacement works including basic carpentry, steelwork, steel fixing, erection and removal of formwork, concrete placement and finishing</li> <li>• Pipeline Laying - Installation and repair of pipelines of various material types and sizes (such as RCP, HDPE, PVC, asbestos etc.)</li> <li>• Rehabilitation/repair - including the application of specialised concrete repair products, plastic welding, backfilling, waterway protection</li> <li>• Service Points – Installation, maintenance and repair of a range of metered equipment and devices</li> <li>• Modernised Equipment - Perform designated maintenance (preventative and planned)</li> </ul>	<ul style="list-style-type: none"> <li>• Project deliverables and timelines</li> <li>• Construction standards</li> </ul>
<p>Weed Control</p>	<ul style="list-style-type: none"> <li>• Undertake aquatic and terrestrial weed control using manual and vehicle mounted spray equipment.</li> <li>• Comply with G-MW policies and procedure for the use and application of herbicides in accordance the Herbicide Use Manual (HUM)</li> <li>• Inspecting and reporting aquatic and terrestrial weeds</li> </ul>	<ul style="list-style-type: none"> <li>• Noxious weed levels within laid down parameters</li> <li>• Compliance with HUM</li> <li>• Safety standards for handling dangerous substances</li> </ul>
<p>Plant Operation</p>	<ul style="list-style-type: none"> <li>• Operate plant in accordance with manufacturer’s recommendations to ensure maximum service life. Typical plant and equipment includes: Excavators grader, trucks, tractors, a variety of compaction equipment</li> <li>• Complete daily pre-starts and associated operational records (plant logs, diaries, service requests)</li> <li>• Operate and maintain motor vehicles in accordance with G-MW policy and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Standard operating procedures followed</li> <li>• Vehicle &amp; plant inspections</li> <li>• Plant and motor vehicle records completed and submitted within required timelines</li> </ul>
<p>Safety &amp; Innovation</p>	<ul style="list-style-type: none"> <li>• Use and implementation of field based safety systems ( ie Work Packs, Forms, Permits, Incident Reporting)</li> <li>• Attendance and participate in scheduled safety forums and toolboxes.</li> <li>• Participate in continuous improvement processes associated with safety systems, field equipment and work practices</li> </ul>	<ul style="list-style-type: none"> <li>• Audits - Safety processes and procedures being followed.</li> <li>• Incidents and near misses reported within timelines</li> <li>• Feedback from peers, line management, contactors &amp; other business units.</li> <li>• Attendance records.</li> </ul>
<p>Administration</p>	<ul style="list-style-type: none"> <li>• Utilise computer-based programs to capture and report a range of operational and maintenance activities and costs (Example: Maximo Anywhere ®)</li> <li>• Record information pertaining to spray activities in accordance with G-MW HUM.</li> <li>• Prepared, collate and submit construction records, such as plant logs, invoices, dockets, daily tracking sheets etc.</li> <li>• Use corporate systems where required, including time in attendance, online training and corporate governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Data quality</li> <li>• Work orders completed in full on time</li> <li>• Spray records</li> <li>• Daily records submitted to required standards and timelines.</li> <li>• Training Records</li> </ul>

*Note: Other duties and responsibilities may be required as reasonably directed*

Mandatory Key Result Areas for all GMW positions		
Safety	<ul style="list-style-type: none"> <li>Comply with all GMW OH&amp;S standards, policies and procedures</li> <li>Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team</li> </ul>	<ul style="list-style-type: none"> <li>Investigate and close out incident and hazard reports on time</li> <li>Workplace inspection findings corrected</li> <li>Internal Audit finding actions corrected</li> <li>All staff mandatory training completed</li> <li>Safety meetings conducted with actions completed</li> </ul>
Policies	<ul style="list-style-type: none"> <li>Adhere to GMW policies and procedures</li> <li>Stay up-to-date on all GMW policies</li> <li>Ensure all GMW policies are promulgated and adhered to</li> <li>Advise on potential changes to policies as required by local conditions</li> <li>Ensure all policies are communicated to, and understood by, the team</li> </ul>	<ul style="list-style-type: none"> <li>Audit results (internal)</li> <li>Numbers of issues escalated through team not adhering to policies</li> </ul>
<b>Key Relationships</b>		
All GMW employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.		
<b>Internal</b>		<b>External</b>
<ul style="list-style-type: none"> <li>Maintenance Coordinators – delivery of maintenance work program</li> <li>Technical Resources – aquatic plant management</li> <li>Field Team Leads – delivery of maintenance work program</li> <li>Construction Works Teams – work task completion</li> <li>Water Storages – impact on bulk storage assets</li> <li>Water Delivery - impact on water delivery assets</li> </ul>		<ul style="list-style-type: none"> <li>External contractors – work alongside in delivery of maintenance excavation work</li> <li>External Contractors – complete work tasks alongside external labour</li> <li>External agencies – interact respectfully with external agencies</li> <li>Landowners – interact respectfully with landowners when excavation activities impact private land</li> <li>MDBA - regulatory compliance</li> <li>EPA – environmental impact of construction works; regulatory compliance</li> </ul>

**Behaviours and Values**

All employees are required to demonstrate GMW’s values through their work and their dealings with internal and external customers. Behaviours must also align with the values and with GMW’s strategic outcomes below:

**Safe, skilled, engaged people**

Contribute to a safe, inspiring and diverse workplace where learning is encouraged and your team feels supported. You openly demonstrate the vision and values of GMW through your own behaviours.

**Satisfied customers, trusting partners**

Exhibit at all times a customer-first attitude and you are focused on delivering outcomes that meet the needs of our customers, stakeholders and communities. You deliver solutions in response to customer and operational issues.

**Sustainable business, viable customers**

Take ownership for delivering affordable and sustainable water services through the decisions you make every day and take responsibility for ensuring ongoing business efficiency. You operate in a timely manner and with a sense of urgency when required and you consistently prioritise your work to meet the ongoing, and sometimes changing needs of our business.

**Water security and other water values are recognised**

Comprehend the regulatory framework under which we operate and the importance of meeting our obligations. You understand the role that water plays in the sustainability of our region and actively seek out opportunities that will secure water for our future.

**Innovation, data and technology driven services**

Uphold the integrity of all GMW processes and systems by contributing to a continuous improvement lifecycle. You ensure that all decisions are informed by accurate and complete data & information.



Excellence



Honesty



Accountability



Courage



Caring