

Goulburn-Murray Water Position Description

Field Services Team Lead (Weed Maintenance)



– Position Number IDS640

Role Purpose

Field Team Leads are responsible for the on ground delivery of capital, planned and unplanned maintenance programs. Under direction of a Supervisor or Coordinator, undertake a broad range of works associated with the renewal, modification, rehabilitation and maintenance of G-MW's irrigation and dams infrastructure.

The role encompasses an increase in responsibility for site management, planning and sequencing of daily tasks, coordination and monitoring of resources, reporting of time, cost and quality information using paper based and electronic works management systems primarily but not limited to weed maintenance.

The position requires individuals with strong leadership skills, experienced in their area of practice, can work individually and lead works teams, are self-motivated and prepared to take on a variety of tasks.

Reports to (title)	Field Services Coordinator – Weed Management
Classification / Band	Band B
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	West
Position Contact	Russel Talbot – Field Services Coordinator West 0429 333 242
Key skills, Qualifications & Experience required	<p><u>Mandatory</u></p> <ul style="list-style-type: none"> - Experience in all aspects of weed maintenance - Current Chemical Users Certificate <p><u>Desired</u></p> <ul style="list-style-type: none"> - Competent computer skills - Certificate 3 or experience in civil maintenance - Cert 4 in frontline management - Competency/licensed plant operators with experience in water industry or equivalent - Medium rigid licence - Current First Aid Level 2
Other Requirements	Police check Proof of Covid-19 vaccination status 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"> • Promote and encourage customer service principles (responsiveness, timeliness, quality) • Align service provision with agreed service standards and customer expectations. • Maximise performance through fostering a positive workplace culture that reflects the G-MW's Corporate Core Values. • Demonstrate behaviours that are consistent with Code of Conduct for Victorian Public Sector Employees 	<ul style="list-style-type: none"> • Feedback from peers, line management, contactors & other business units. • No breaches of the Code of Conduct for Victorian Public Sector Employees. • Agreed customer service targets achieved.
Works Management	<ul style="list-style-type: none"> • Lead and coordinate a small workforce of GMW employees and contractors to deliver works and foster a culture of continuous improvement • Understand and conform with herbicide use protocols • Implementation of weed control activities ensuring work is delivered in accordance with safety, 	<ul style="list-style-type: none"> • Engagement scores • Target finish • Audits (Safety / Quality) with minimal non conformances

	<p>environment, time, budget and quality requirements</p> <ul style="list-style-type: none"> • Represent GMW in stakeholder and landowner consultation for field based activities • Conflict and dispute resolution 	
Weed Control	<ul style="list-style-type: none"> • Deliver aquatic and terrestrial weed control programs using manual and vehicle mounted spray equipment and staff • Comply with G-MW policies and procedure for the use and application of herbicides in accordance the Herbicide Operating Instructions (HOI) • Monitor and report aquatic and terrestrial weeds 	<ul style="list-style-type: none"> • Nil water delivery issues due to weed growth • Compliance with GMW's environmental obligations • Compliance with HOI • Safety standards for handling hazardous/dangerous substances
Plant Operation	<ul style="list-style-type: none"> • When required, operate, maintain and keep clean items within manufacturers recommendations to ensure maximum service life of plant and equipment. • Complete daily pre-starts and associated operational records (plant logs, diaries, service requests) • Operate and maintain motor vehicles in accordance with G-MW policy and procedures. 	<ul style="list-style-type: none"> • Standard operating procedures followed • Vehicle & plant inspections • Plant and motor vehicle records completed and submitted within required timelines
Safety & Innovation	<ul style="list-style-type: none"> • Be responsible for and manage maintenance sites or activities under their control. • Use and implementation of field based safety systems (ie Work Packs, Forms, Permits, Incident Reporting) • Participate in continuous improvement processes associated with safety systems, field equipment and work practices • Attendance and participate in scheduled safety forums and toolboxes. 	<ul style="list-style-type: none"> • Audits - Safety processes and procedures being followed. • Incidents and near misses reported within timelines • Feedback from peers, line management, contactors & other business units. Attendance records.
Records	<ul style="list-style-type: none"> • Record daily personnel/ plant on site, hours worked, deliveries from suppliers, interaction with landholders and other field documentation as required 	<ul style="list-style-type: none"> • Data quality and records management • Field data and records submitted within required timelines to required standard. •
<i>Note: Other duties and responsibilities may be required as reasonably directed</i>	<ul style="list-style-type: none"> • Where required assist with civil maintenance duties. 	
Mandatory Key Result Areas for all GMW positions		
Safety	<ul style="list-style-type: none"> • Comply with all GMW OH&S standards, policies and procedures. • Contribute to the continuous improvement of HSE systems by consulting with staff and passing on recommendations to improve the system to the HSE Team 	<ul style="list-style-type: none"> • Investigate and close out incident and hazard reports on time • Workplace inspection findings corrected • Internal Audit finding actions corrected • All staff mandatory training completed. • Safety meetings conducted with actions completed
Policies	<ul style="list-style-type: none"> • Adhere to GMW policies and procedures • Stay up-to-date on all GMW policies • Ensure all GMW policies are promulgated and adhered to 	<ul style="list-style-type: none"> • Audit results (internal) • Numbers of issues escalated through team not adhering to policies

	<ul style="list-style-type: none"> Advise on potential changes to policies as required by local conditions Ensure all policies are communicated to, and understood by, the team 	
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Key Relationships

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.

Internal	External
<ul style="list-style-type: none"> Maintenance Coordinators – lead field maintenance teams to complete work tasks Water Storages – impact on bulk storage assets Water Delivery - impact on water delivery assets 	<ul style="list-style-type: none"> External contractors – work alongside in task delivery External agencies – collaborate with external agency staff on maintenance tasks bearing in mind that they are the ‘face of GMW’ Landowners – engage respectfully when maintenance activities impact private land

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.

