



POSITION DESCRIPTION

Position Title	Operations & Maintenance Employee - Central		
Position Number	FOL/623		
Division	Technical Services - Central Operations		
Classification	GVW 2	Employment Status	Full Time
Reports To	District Manager - Central Operations		
Location	Shepparton - Florence Street		

ROLE PURPOSE

To assist in the efficient and effective construction and maintenance of the Corporation's water and wastewater reticulation system and associated assets in order to fully satisfy the Corporation's customer service standards.

KEY ACCOUNTABILITIES

Operational Duties -

Assist in the operation of existing treatment systems to ensure compliance with quality guidelines and EPA licence conditions.

Complete all relevant administrative functions using both paper and computer based programs.

Maintenance -

Undertake preventative and routine maintenance in accordance with maintenance plans and equipment manuals.

Assist in the construction of new works.

Maintain and repair plant and equipment as required.

Maintain and repair water supply and wastewater mains and works as required.

Undertake meter readings and replace meters as required.

Administrative -

Complete all relevant administrative functions using both paper based forms and computer based programs.

Customer Service -

Respond to customer enquiries and service complaints in a prompt and courteous manner.

Overtime and Standby -

Be available to work on standby duty roster and respond to calls within 15 minutes.

Be available to work reasonable overtime where required.

Compliance -

Comply with all Government and Corporation's Regulations and requirements in regard to the operations and maintenance of treatment plants, distribution and collection systems, and other facilities.

Follow laid down procedures including use of specified protective clothing and equipment

Undertake special projects or reports required on a wide range of issues and perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.



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QUALIFICATIONS AND TECHNICAL SKILLS

Minimum Year 11 education or an appropriate trade qualification.
Current motor vehicle driver's licence.
Qualified Backhoe Operator (not essential)
Physically capable of undertaking tasks in relation to the operation and maintenance of water & wastewater systems.
A good understanding of hydraulics and mechanical plant.

KEY SELECTION CRITERIA

KNOWLEDGE and SKILLS

Computer Skills - Understands the purpose of, and is able to use, common software applications for word processing and email

Written Communication - Ensures written communications contain necessary information to achieve their purpose

Self-Management - Plans and prioritises work to ensure outcomes are achieved

Interpersonal Skills - Polite and considerate in dealing with others

Service Excellence - Strives to deliver outcomes in a timely manner

Self-Management - Plans and prioritises work to ensure outcomes are achieved

Policy Skills - Uses operational policies to guide their work

Verbal Communications - Uses a polite and considerate manner when dealing with others

PERSONAL QUALITIES

GVW Values Commitment - a commitment to Goulburn Valley Water's values and team 'I' statements.

Initiative and Accountability - proactive and self starting, and takes responsibility for own actions.

Customer Focus - actively seeks to meet customer needs whilst delivering high quality outcomes.

Self-Confidence - listens to and considers thoughts of others, and reflects on their own actions in a balanced way.

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OTHER INFORMATION

All appointments to Goulburn Valley Water may be subject to the following Pre-employment checks:

- * Reference Checking
- * Medical Screening and Health Declaration
- * National Police Records and/or Working with Children

The Corporation will not bind itself to necessarily make any appointment from the applications received.

Code of Conduct for Victorian Public Sector Employees

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

Employees should also adhere to the following principle:

"He or she 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 special opportunities arising from his or her employment by the Corporation".

Qualifying Period

A qualifying period of 6 months shall apply from the date of commencement in the position.

Environmental Responsibilities

The Corporation has an Environmental Management Policy and requires all employees to embrace its philosophies and comply with its contents.

Corporate Responsibilities

The employee will adhere to all systems, policies and procedures of Goulburn Valley Water in relation to the Corporation's activities, including public safety, property care, security of Goulburn Valley Waters assets information, quality management and risk management.

Medical Note

The Corporation has a number of Occupational Health and Safety policies to ensure protection of Corporation personnel, equipment, and third parties. These policies are strictly enforced and MUST be adhered to by Corporation employees.

Employees that come into contact with wastewater are required to be vaccinated for the following:

- * Hepatitis A
- * Hepatitis B
- * Tetanus
- * Q Fever

As per AS/NZS 2927:2001 and AS/NZS 1715:1994, applicant with a history of Asthma or respiratory disease may not be appointed to this position for Occupational health and safety reasons.

Employee

Name _____
Signature _____
Date _____

Manager

Name _____
Signature _____
Date _____