



POSITION DESCRIPTION

Position Title	Operations & Maintenance Employee (South West)		
Position Number	FOL/657		
Division	Technical Services - South West		
Classification	GVW 2	Employment Status	Full Time
Reports To	District Manager - South West		
Location	Seymour - South West		

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

Ensure the quality of water meets or exceeds the guidelines laid down by Goulburn Valley Water for domestic and industrial customers in areas serviced by the Corporation, and that waste water management facilities comply with the Environment Protection Corporation licence conditions.
 Assist in the operation of existing treatment systems to ensure compliance with quality guidelines and EPA licence conditions.
 Complete all relevant administrative functions for the effective performance of the role (including paper based forms and computer based programs).

PREVENTATIVE AND ROUTINE MAINTENANCE

To undertake preventative and routine maintenance and assist in the construction of new works.
 Undertake work in accordance with maintenance plans and/or equipment manuals.
 Maintain and repair plant and equipment as required.
 Repair and maintain water supply and wastewater mains and works where required.
 Maintain the environs of Goulburn Valley Water in a neat and tidy manner.
 Undertake works to maintain water quality within reticulation systems.
 Undertake works to maintain reliability within the wastewater systems.
 Assist in the construction of new water supply and wastewater assets.
 Undertake meter readings, replace and maintain meters as required.

CUSTOMER SERVICES

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

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.

OVERTIME & STANDBY

Be available to work on standby duty roster and respond to calls within 15 minutes.
 Be available to work reasonable overtime after normal hours and at weekends where required.

SAFETY

Undertake all work in a safe manner as required under external and internal regulations, guidelines and Policies.

OTHER DUTIES

Perform all other duties peripheral or incidental to the main duties of the position.



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QUALIFICATIONS AND TECHNICAL SKILLS

Minimum Year 11 Education or appropriate trade qualification.
Current motor vehicle driver's licence.
Must be physically capable of undertaking tasks in relation to the operation and maintenance of water/wastewater systems.
Ability to carry out necessary mathematical calculations and interpret results.
Experience or a good understanding of the operation of mechanical plant and tools.
Experience or good understanding of the installation and repairs of pipes and fittings.
An understanding of hydraulics within pipe systems.

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

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

Policy Skills - Uses operational policies to guide their work

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

Leadership - Builds team commitment by demonstrating personal conviction

Problem Solving - Identifies and proposes practical solutions to problems

Stakeholder Management - Promptly follows through on inquiries, requests and complaints

PERSONAL QUALITIES

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

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

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

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

Integrity - inspires trust by treating all individuals fairly, and operates in a manner that is consistent with the organisations Values, whilst upholding the Code of Conduct.

Self-Discipline - maintains a consistent and sensible pattern of behaviour under pressure, and recognises own limitations and works with others to ensure plans are achieved.

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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 _____