

Position Description

POSITION TITLE: Works Planner - Civil Maintenance	REPORTS TO: Team Leader Civil Maintenance
Pay Band: Band 3	
ORGANISATIONAL CONTEXT	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
PRIMARY OBJECTIVES	
<p>As Civil Maintenance - Works Planner, you will provide planning and in-field support as part of a team responsible for the delivery of programmed and breakdown Civil Maintenance across our water, wastewater, irrigation, and drainage infrastructure.</p> <p>The role will be responsible for planning the Civil Maintenance daily workflow to ensure jobs are completed in a safe, reliable, and efficient manner while collaborating with other teams across the organisation to deliver wider business outcomes.</p> <p>This role will support the Team Leader and in-field teams to contribute to the achievement of operational and strategic outcomes through a positive team culture.</p> <p>As the Civil Maintenance - Works Planner you shall, under roster arrangements perform Standby duties that require returning to work out of hours when circumstances arise and work reasonable overtime, as and when required.</p>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> • Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices. • Supporting the Civil Maintenance leadership team in developing and implementing a team safety first, customer-focused and planning culture. • Contribute to the preparation of detailed resource plans for each area of Civil Maintenance. • Represent LMW professionally at all times and Comply with the Code of Conduct for Victorian Public Sector Employees. • Show initiative and be open to opportunities for change while working towards LMW's goals and strategies. • Proactively managing staff performance and holding staff accountable with support from the leadership team. • Assist other staff as required and carry out relief duties for Team Leader Civil Maintenance. 	<ul style="list-style-type: none"> • Provide support in the development of team planning strategies with your team and assist in setting achievable and realistic team objectives including developing daily resource plans. • Civil Maintenance resources are effectively managed within the required scope and budgets. • Information and data are received by the relevant stakeholders as required to enable delivery in accordance with Civil Maintenance safety first planning and scope. • Staff engagement is promoted and facilitated to gain staff contribution into the direction and achievement of strategic goals. • Promote consultation with fellow Works Planners, Leading Hands and Team Leaders on maintenance strategies and processes to ensure fair and consistent leadership.
Customer	<p>Internal:</p> <ul style="list-style-type: none"> • Civil Maintenance team including Manager, Team Leader, Leading Hands, Operators • Administration Officer • Senior Manager Service Delivery • General Manager Service Delivery & Operations • Operations, Irrigation Delivery, Metering, Stores teams <p>External:</p> <ul style="list-style-type: none"> • Government Agencies • LMW customers, cultural communities and members of the public • Service Providers 	<ul style="list-style-type: none"> • Support the Civil leadership team to ensure all training and professional development is strategically linked to organisational needs and aligned to performance and development plans and business planning processes. • Provide fair, honest, and constructive feedback to all key stakeholders to first a constructive culture and manage for performance. • Provide respectful service to customers even during difficult conversations. • Repair of all service issues in a timely manner that meets LMW customer charter.

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Safety	<ul style="list-style-type: none"> Ensuring a safety-first culture is developed in partnership with the Management team and broader organisation. Contribute to the bi-annual Global Safety Index (GSI) survey process. Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination. Take part in workplace safety inspections as relevant to the Civil Maintenance team. Ensure all works are conducted in a safe and compliant manner by controlling site risks through sound project planning and monitoring. Creating safe work packs consisting of all relevant site plans, construction plans, dial before you dig plans, all applications and approvals from the relevant authorities. 	<ul style="list-style-type: none"> Work is planned and conducted within the Civil Maintenance Team in accordance with LMW Safety Management Systems at all times in a safe and compliant manner. Improvement actions identified in safety inspections such as hazards or risks are rectified within the recommended timeframes. Reporting of hazards, risks, and incidents in the specified time frames. Ensure team participation in all relevant Risk Assessments and Safe Work Method Statements on work sites. Support the Civil leadership team in the completion of Safety Conversations and Contractor Check Lists as per the determined schedule.
Efficiency	<ul style="list-style-type: none"> Support effective Civil Maintenance planning, monitoring and delivery in consultation with team leaders, planners, staff, and contractors. Plan daily team workflow (including materials, plant, equipment and contractors) and ensure all Civil Maintenance works, planning, permits are delivered in a timely manner. Provide leadership to identify and implement innovations and efficiencies in the Civil Maintenance team including business improvements using technology. Transparent Civil Maintenance team engagement when coordinating the teams daily works in conjunction with the Team Leader. Support the Civil leadership team in reviewing Civil Maintenance programs and the use of resources (including people and equipment) to ensure safe, cost-effective, and efficient outcomes achieved. 	<ul style="list-style-type: none"> Develop daily, weekly and monthly planning programs for staff and contractors in consultation with the Team Leader. Participate in the implementation of strategies, efficiencies and innovations that improve Lower Murray Waters cost-effectiveness including the completion of data reporting in a timely manner. Supporting the development of user-friendly processes and procedures through the broader organisation. Support the Civil leadership team in the continuous review of contractor versus internal operations to best utilise operational budget. Participate in the preparation and monthly review of budgets across the Civil Maintenance team and ensure efficient and accurate processing and approval of work orders, purchase orders and budget requests. Oversee the maintenance of tools, equipment and plant, in a safe, clean and serviceable condition in accordance with recommended practices.

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Capital	<ul style="list-style-type: none"> As required, provide support to other areas of LMW to successfully deliver capital projects. Ensure procurement requirements and LMW's policies and procedures are met. 	<ul style="list-style-type: none"> Ensure Procurement is undertaken in accordance with the Victorian Public Services Commission guidelines and Lower Murray Waters policies and procedures. Ensure LMW contractors are managed effectively by the Civil Maintenance team and in accordance with LMW contractor management procedures. Completion of work packs for all planned works and ensure budgets are available, targets met, and correct Work Orders are allocated to the works.

LEVEL OF AUTHORITY

Delegation Category F as per the current Instrument of Delegation.

NUMBER OF REPORTS

Direct Reports: Nil
Indirect Reports: Nil

SKILLS AND BACKGROUND REQUIREMENTS

Formal qualifications:

- Apply First Aid (level 2) Certificate desirable.
- White Card or Construction Induction Card desirable.
- Certificate III Civil Construction desirable or experience demonstrated in a similar role.
- Training such as Asbestos Removal Class B, Confined Space, Trenching and Shoring, Spotter Registration Certificate Energy Safe desirable.
- MR Driver's License.

Leadership:

- Demonstrated experience in leading, organising, planning and supervising works, employees and contractors.
- Proven ability to work collaboratively within a multi-disciplines team to achieve organisational objectives.

Customer:

- Previous experience delivering customer focused outcomes in a service environment such as a utility organisation desirable.

Safety:

- Demonstrated experience and understanding of a safety-first culture including implementation of Risk Assessment and Safe Work Method Statement procedures.

Efficiency:

- Knowledge of planning and procurement methodologies for Civil Maintenance and construction delivery.
- Experience and detailed practical knowledge in pipe-laying, construction and maintenance including the ability to monitor work standards and practices and to recommend ways to improve them.

Capital:

- Experience providing professional input into Capital or Infrastructure strategic plans of a medium to large organisation desirable

Compliance Requirements:

- Driver's license.
- Compliance with criminal background checks.
- Confirmation of fitness for work.
- Proof of Vaccination in accordance with Chief Health Officer Directions and LMW's Vaccination Policy or a valid medical contraindication.

SIGNATURES: We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: