

Position Description

Position Details

Position Title	Leading Hand – Civil Maintenance
Employment type	Full Time
Pay Band	2
Location	Mildura
Direct Reports	Civil Maintenance Operators
Reports to	Team Leader Civil
Delegated Authority	F

Organisational Context

Lower Murray Water (LMW) is a large regional organisation servicing diverse communities across the region, stretching from Kerang to the South Australian border. A unique organisation, LMW operates both urban and rural water and sewerage businesses which support domestic and commercial customers from households through to large-scale irrigation operations. As a leader within the region, LMW has established itself as a major contributor to enhancing regional prosperity, directly impacting social, environmental, and economic benefits.

We operate within a dynamic industry with significant challenges requiring an innovative, integrated, and strategic approach and our vision is to provide a healthy, sustainable water future underpinned by our culture of performance excellence and a close partnership with our employees, customers, and communities.

Our Values

LMW's Values have been developed by our people and set the guidelines of how we will behave in the workplace.

Deliver – We strive to deliver the best service to our community and ensure they have secure and reliable water and waste management services.

Grow – We strive to continuously develop, learn, and grow both individually and as an organisation.

Respect – We celebrate uniqueness and provide an inclusive culture for all.

Collaborate – We are a collaborative workplace that provides a supportive, friendly working environment.

Safe Work Done Well – We promote a Safety culture which prioritises physical and mental health and wellbeing.

Position Summary

As Leading Hand Civil Maintenance, you will provide in-field support and supervision as part of a team responsible for the delivery of programmed and breakdown civil maintenance across our water, wastewater, irrigation and drainage infrastructure.

This role will rely on leadership and people management skills to contribute to the achievement of operational and strategic outcomes through a positive team culture and will provide support to the leadership team by ensuring a safety-first and customer focused culture, ensuring our assets are operated, and maintained in a safe, reliable and efficient manner.

The Leading Hand – Civil Maintenance will also support the Team Leader to coordinate and plan effective and efficient resourcing and administration within the Civil Maintenance team, while collaborating with other teams across the organisation to deliver wider business outcomes.

Key Responsibilities

The Leading Hand – Civil Maintenance is responsible for:

1. Ensuring team participation in all relevant Risk assessments and Safe Work Method Statements on work sites.
2. Supporting the Civil leadership team in the completion of Safety Conversations and Contractor Check Lists as per determined schedule.
3. Supporting 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.
4. Participating in the preparation and monthly review of budgets across the Civil Maintenance team, ensuring efficient and accurate processing and approval of work orders, purchase orders and budget requests.
5. Proactively managing staff performance and holding staff accountable with support from the leadership team.
6. Reporting of hazards, risks and incident in the specified time frames.
7. Minimising the risk of harm to human health or the environment from pollution or waste, as far as reasonably practicable, through effective resource management and delegation.
8. Overseeing and ensuring tools, equipment, and plant are maintained in a safe, clean, and serviceable condition, following recommended practices.
9. Participating in the on-call roster and perform weekend and/or shift work when required to meet organisational requirements.
10. Complying with all applicable occupational and safety (OH&S) laws, regulations and policies, as well as environmental protection laws and policies.

Key Behaviours

Professionalism: Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.

Integrity and honesty: Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace

Collaboration and cooperation: Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.

Inclusivity and diversity: Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.

Coaching others: assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals

Skills and Experience

- Certificate III Civil Construction desirable or experience demonstrated in a similar role.
- Ability to supervise a front-line team using leadership and people management skills.
- Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.
- Previous experience delivering customer focused outcomes in a service environment such as a utility organisation desirable.
- Demonstrated experience and understanding of a safety-first culture.
- Knowledge of planning and procurement methodologies for civil maintenance 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.

Compliance Requirements

Driver's License with a minimum medium rigid endorsement

White Card or Construction Induction Card

Proof of vaccination in accordance with LMW's Vaccination Policy.

Criminal background check

Confirmation of fitness for work

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

Position Holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: