

# MELBOURNE WATER POSITION DESCRIPTION

OFFICIAL

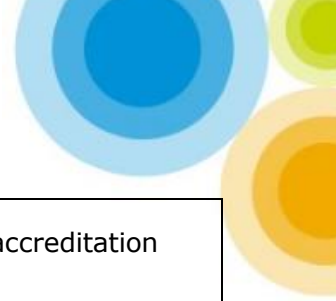
## Project Firefighter

REPORTS TO:	DIRECT REPORTS AND TEAM SIZE:
Program Lead	This role has no direct reports.
THIS ROLE EXISTS TO: (PURPOSE)	
<p>The Project Firefighters assist in bushfire preparedness, suppression and planned burning operations. When not directly involved in firefighting activities, the project firefighter will undertake a broad range of other activities including civil maintenance and natural resource management maintenance. Project firefighters work under direct supervision in the field from Crew leaders but report through to the WorkCentre Program Lead</p>	
KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"><li>• Prompt and effective response and contribution to Melbourne Water's firefighting organisation including first attack fire response</li><li>• Undertake fire protection works including slashing and clearing tracks and culverts</li><li>• Operate equipment, plant and vehicles in accordance with one's role training and accreditation requirements.</li><li>• Involvement in maintenance activities within the water supply catchments, along waterways and on water supply assets.</li><li>• Maintain Occupational Health &amp; Safety Standards within the workplace through compliance with organisational standards</li><li>• Taking care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives.</li></ul>	
KEY RESPONSIBILITIES	KPIs
<p><b>General Duties:</b></p> <ul style="list-style-type: none"><li>• Undertake natural resource management, grass maintenance and civil asset maintenance activities in waterways and land delivery environments</li><li>• Operation of a range of hand and power tools</li><li>• Operation of heavy plant and equipment with certificate of competency</li><li>• Work under supervision either individually or in a team environment</li><li>• Use and perform routine maintenance on tools and equipment</li><li>• Operate within and contribute to improvement of Melbourne Water policies and procedures (including OH&amp;S procedures), Safety Conversations, Standard Operating Procedures and Environmental Management System requirements</li><li>• Take care of own and colleagues Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives</li></ul>	<ul style="list-style-type: none"><li>• Service delivery targets, safety and customer service quality KPI's as noted in agreed service levels and procedures</li><li>• Accurate and timely reporting of all incidents, near misses and hazards</li></ul>

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<p><b>Fire Response:</b></p> <ul style="list-style-type: none"><li>• Prompt and effective response and contribution to Melbourne Water's firefighting organization, including first attack fire response activities and on the ground operations</li><li>• May be required to work in one or more of the following roles (subject to an individual's training, skills and competency); General Firefighter, fire tanker operator, or heavy machine operator,</li><li>• Maintain annual firefighter accreditation</li><li>• Maintain a level of fitness sufficient for fire fighting</li><li>• Must reside permanently within 30 minutes of normal driving time from the Warburton, Healesville and Worri Yallock work centres. Residing permanently within 45 minutes normal driving time of the Thomson work centre is desirable.</li><li>• Be available for out of hours availability (24 hour a day recall to work) and out of hours emergency response (when rostered)</li><li>• Be available to go on a one-in-three week fire roster during the fire season.</li></ul> <p><b>Annual Leave over the Summer fire period will be restricted</b></p>	<ul style="list-style-type: none"><li>• General firefighter accreditation</li></ul>
<p><b>Civil Maintenance and Natural Resource Management (NRM) Activities</b></p> <p>Project Firefighters are involved in activities associated in a range of outdoor land and forest management operations which may include the following:</p> <ul style="list-style-type: none"><li>• Road and track construction and maintenance</li><li>• Weed control/chemical weed control (holder of ACUP)</li><li>• Brush cutting</li><li>• Planting Mowing/slashing and other vegetation management</li><li>• Maintenance activities on water supply assets</li></ul> <p>Operate and maintain facilities, plant and/or equipment using skills requiring accreditation or supervision at a competent level, including the following:</p> <ul style="list-style-type: none"><li>• Operating/maintaining plant and equipment in accordance with prescribed standards and regulations</li><li>• Fire facility maintenance and checking</li><li>• Equipment maintenance (within scope of user manual) and serviceability inspection</li><li>• Vehicle and plant maintenance (within scope of user manual or departmental procedure)</li><li>• Plant operation</li><li>• Basic carpentry and/or fabrication</li></ul>	

Job level: EA Level 2  
Assessed by: People Hub  
Date Assessed: May 2025  
Last reviewed date: June 2025

Unofficial

HR TEM Position Description  
Doc ID: 67591670  
Approved July 2024  
Version 3

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### SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

#### **Specialist/Technical Expertise**

- Understanding of application of safe work practices including awareness of regulations and codes of practice and safety documentation systems is desirable
- Experience working in bushfire response or forest operations is desirable
- Evidence of previous forest firefighting accreditations and demonstrated ability to work safely, without direct supervision, in forest operations.

#### **Capabilities**

##### Teamwork

- Builds trust and rapport with others
- Cooperates and works well with others to achieve team goals
- Share information and acknowledge the efforts of others
- Shares responsibility and take initiative when helping others

##### Resilience

- Maintain a positive attitude and consistently deliver quality work in challenging situations
- Be open to new ideas, approaches and feedback
- Offers own opinions; asks questions; makes suggestions
- Does not give up easily
- Maintains discipline in keeping to and completing assigned work
- Capable of working in remote bush locations

##### Communication

- Use various communication methods to convey information, ideas and insights
- Possess good written and verbal communication skills
- Includes content appropriate to the purpose and audience

##### Delivery

- Executes tasks in accordance with work plan
- Uses approved tools to complete tasks
- Reports on progress
- Is open to acquiring and developing new skills and knowledge
- Maintains accurate project records

### KEY RELATIONSHIPS:

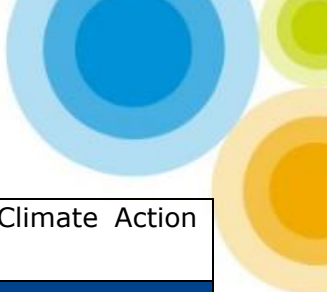
All Melbourne Water employees are responsible for managing aspects of our customer/stakeholder relationships and service interactions, and will work proactively to deliver a consistent customer experience.

#### **Internal**

- Project firefighters are required to communicate with a broad range of internal teams.

#### **External**

- Project firefighters are required to communicate with external stakeholders as required including members of the general public and various other government agencies work alongside in fire



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response including the change to Department of Energy, Environment and Climate Action (DEECA), CFA, Parks Victoria
<b>SALARY RANGE:</b>
Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.
<b>OTHER COMMENTS:</b>
<p>This role requires the following:</p> <ul style="list-style-type: none"><li>• Pass a National Police check</li><li>• General Fire Fighter accreditation or the ability to achieve the accreditation through training</li><li>• Fire Medical Assessment</li><li>• Manual Victorian Driver’s license</li><li>• Task based assessment for fitness</li><li>• Meet response time for First Attack roster</li><li>• Have one or more of the following current plant certificates of competency or truck licenses will be preferred:<ul style="list-style-type: none"><li>• Bulldozer</li><li>• Excavator</li><li>• Backhoe</li><li>• Light Rigid truck (manual)</li><li>• Medium rigid truck</li><li>• Heavy rigid truck</li><li>• Heavy combination truck</li></ul></li></ul> <p>Location: Healesville, Warburton, Thomson, Woori Yallock</p>