

<i>Position Title:</i>	Operations and Maintenance Team Member	<i>Effective Date:</i>	April 2019
<i>Department:</i>	Capital & Service Delivery	<i>Job Location:</i>	Orbost Depot
<i>Reports To:</i>	Network Support Supervisor	<i>Supervises:</i>	Nil
<i>External Contacts:</i>	Consulting Engineers, Contractors, Consumers, General Public, East Gippsland Shire, Other Statutory Bodies, Material and Equipment Suppliers, Other Water Corporations.		
<i>FTE Classification:</i>	1.00	<i>Position Number:</i>	Multiple positions
<i>Prepared By:</i>	Human Resources	<i>Approved By:</i>	Exec Manager Capital & Service Delivery

The Role

To assist in the delivery of proactive maintenance and operational project works within our water and sewerage reticulation networks so that asset performance and reliability objectives are achieved.

To assist in the improvement in the operations and efficiency of networks to meet customer expectations and regulatory standards in the provision of water and wastewater services.

What you will be doing:

<i>Responsibility</i>	
Service Delivery	<ul style="list-style-type: none"> • Assisting the Orbost Depot Team Leader and area Depots in the delivery of maintenance programs across the Corporation's networks. • Ability to carry out repair and minor works to water and wastewater assets. • Operation of equipment and machinery to maintain water and wastewater assets. • Be able to use an electronic tablet/computer for work purposes. • Working with contractors to deliver planned network projects and programs. • Ability to provide basic records on maintenance programs and asset condition. • Ensure all Corporation assets are maintained in a safe, efficient and cost-effective manner. • Communicate effectively between the Depot staff and all other sections of EGW. • Ability to fill in for Depot staff during periods of leave/illness. • Ability to work away from home for short periods of time (typically Monday to Friday).

	<ul style="list-style-type: none"> • Participate in an EGW out of hours standby roster arrangement to undertake reasonable unplanned overtime. • Be available to respond to reactive situations as directed when sufficiently skilled. • Other duties as required.
Health, Safety and Environment	<ul style="list-style-type: none"> • Ensure the health, safety and welfare of staff and contractors and all occupational health and safety regulations and procedures are adhered to. • Ensure care for the environment and compliance with environmental regulations. • Ensure all relevant regulatory and procedural requirements, and performance objectives are met. • Comply with and implement the processes and systems that support positive safety culture. • Accept a personal responsibility for the health and safety of yourself and others and ensure that both you and your team when reporting for duty are fit to carry out the required duties. • Contribute through the implementation of work activities. • Control safety standards and safe systems of work. This includes compliance with technical standards, rules, regulations, SOPs and work instructions. • Assist in developing a safe working culture through leading by example and act responsibly for the safety of self and others. • Operate plant, equipment and assets efficiently and with a duty of care. • Willingness to wear all approved personal protective clothing and equipment. This includes the use of breathing apparatus where necessary. • Ensure tools, plant and equipment are in safe condition before use. • Identify and encourage employees to identify unsafe work practices and implement appropriate corrective actions. • Use all equipment provided safely and notify your supervisor of any observed deficiencies or defects as soon as they become apparent. • Take reasonable care to avoid acts or omissions that could have an environmental impact. • Report all safety and environmental incidents within the required timeframes.
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.

How you can achieve this:

- Use learned and developed skills within general guidelines to perform routine operating and maintenance procedures.
- Carry out duties in a safe and efficient manner by adhering to the Corporation's policies and procedures.

- Use discretion and initiative within standard practices to carry out duties.
- Plan, prioritise and program work to schedules as required.
- Review operational practices and systems as required.

What you can provide:

Specialist Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Good working understanding of pumps and mechanical equipment associated with all facets of water and waste water. • Ability to operate plant, equipment and specialised tools. • Ability to perform maintenance on mechanical equipment including pumps, plant and other equipment. • Good general electrical knowledge. • Ability to use and operate a computer and tablet. • Understanding of water and wastewater reticulation systems, infrastructure and the maintenance of these assets. • Knowledge and experience in the operation of machinery and plant including excavators, generators, pumps and specialised tools. • Ability to perform maintenance on mechanical equipment including pumps and other equipment and plant associated with water and wastewater systems. • Knowledge of the processes of materials and equipment management.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> • Understanding of electrical switch boards. • Ability to quickly develop competence in different tech applications.
Management Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • The capacity to efficiently and effectively manage time. • The ability to assess and solve problems within a defined scope using common practice and procedures. • The ability to work effectively in a team environment.
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> • The ability to work with no supervision on defined tasks or projects.
Interpersonal Skills	<i>Required Skills:</i>	<ul style="list-style-type: none"> • Communicate effectively with and gain co-operation from supervisors, other employees and contractors. • Display and promote our values – proudly united, truly authentic, passionately innovative, openly accountable. • Be courteous, polite and respectful with fellow staff members, contractors and members of the public.
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> • Demonstrate the ability to write reports relating to maintenance issues.
Qualifications	<i>Required Qualification:</i>	<ul style="list-style-type: none"> • Current manual drivers licence (or working towards). • An appropriate technical trade certificate or qualification.

	<p><i>Desirable Qualification:</i></p> <ul style="list-style-type: none"> • Certificate II or III in Water Operations. • Prior to operating plant and equipment employees will be required to obtain, or produce existing, licenses or endorsements. • Various training, both formal and informal, will be required to be undertaken throughout the course of employment.
Experience	<p><i>Required Experience:</i></p> <ul style="list-style-type: none"> • Physically fit and capable of carrying out all duties. See also physical requirements. • Required to operate from various sites across the Corporation's region.
	<p><i>Desirable Experience:</i></p> <ul style="list-style-type: none"> • Experience in the operation of water systems and waste water systems. • Ability to operate plant and equipment.

Physical Requirements

This position may comprise (but not be limited to) the following activities/hazards:

- Driving.
- Manual handling (Assisting to lift, lower, restrain or move potentially large, awkward objects in varying environmental conditions in emergency response situations. Other manual handling activities should not impose unreasonable expectations on the average person. However, personal judgement of capabilities will be expected and not exceeded.).
- Be able to handle the physical and mental rigors of standby.
- Confined space entry (once trained and competent).
- Operation of plant and equipment, including hand tools (once trained and competent).
- Occasional work with asbestos products (asbestos cement water pipe) and correct use of respiratory equipment including being clean shaven in accordance with relevant safety regulation and compliance code to undertake such work.
- Some work at heights / proximity to openings (personal and engineering control measures provided).
- Accessing work spaces using ladders and steps.
- Some exposure to water treatment chemicals.
- Some exposure to noise (with hearing protection provided).
- Some exposure to sewerage (Hep A, B and ADTET vaccinations provided).
- Outdoor environment – UV exposure (personal control measures provided).
- Specialized tasks (e.g. diving, use of boats) if trained and competent.
- Dealing with the public (exposure to awkward customers).
- Ability to read and understand basic instructions, warnings, signs and labels
- Computer use.
- Shiftwork (standby for emergency response).
- Personal control measures include the provision and use of the following:
 - hat
 - safety/sun glasses/goggles
 - respiratory protection
 - hearing protection
 - gloves
 - protective clothing
 - steel capped boots

- fall arrest harness
- sun screen

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

Selection Criteria

1. Experience in operations and maintenance of assets, machinery or specialist tools and equipment.
2. Ability to follow instructions and learn new skills quickly to become a productive team member in the operations and maintenance of water and wastewater assets.
3. Ability to communicate effectively with co-workers and management combined with basic report writing and IT skills.
4. Ability to meet work targets and deadlines when carrying out manual maintenance programs on EGW's water and wastewater assets.
5. Ability to participate in standby activities and after-hours callouts as required.
6. Positive attitude towards personal development including being accountable, innovative, authentic and a united team player to achieve corporate objectives.