

SENIOR ELECTRICAL OPERATOR – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

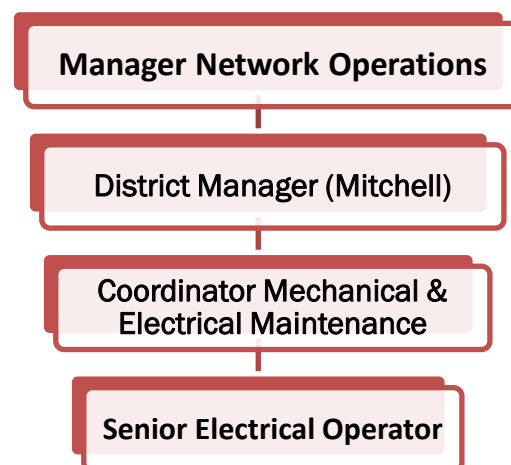
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

POSITION DETAILS

Position Title:	Senior Electrical Operator	Effective Date:	January 2024
Department:	Service Delivery	Job Location:	Mitchell Depot and various locations
Reports To:	Coordinator Mechanical & Electrical Maintenance	Supervises:	Electrical Apprentice
External Contacts:	Consulting Engineers, Contractors, Consumers, General Public, East Gippsland Shire, Other Statutory bodies, material and Equipment suppliers, other water corporations.		
FTE Classification:	1.0	Position Number:	
Prepared By:	People & Culture; Manager Network Operations	Approved By:	Executive Manager Service Delivery

ORGANISATIONAL CHART



ABOUT THE ROLE

The senior electrical operator is a highly experienced and skilled professional responsible for overseeing and safely maintaining the organisations electrical systems and equipment. The position is a leadership role and will supervise a small team including an electrical apprentice to safely plan, coordinate and execute electrical projects, including; installations, repairs, and maintenance activities in compliance with relevant electrical codes, regulations, and safety standards.

The position will also support the service delivery team in the delivery of essential water and waste water services to our customers. This includes emergency maintenance on electrical systems, pumps, water mains repairs and other associated infrastructure as required.

WHAT YOU WILL BE DOING

Electrical Maintenance	<ul style="list-style-type: none"> • Install, maintain and repair associated electrical systems and associated equipment. • Ensure all electrical works complies with applicable electrical codes and safety standards. • Perform regular maintenance and inspection on electrical systems to prevent breakdowns and disruptions. • Ability to carry out electrical fault finding, repair and minor works to water and recycled water assets.
Instrumentation & Control Systems	<ul style="list-style-type: none"> • Assist with troubleshooting, repair, configuration and programming of automated control systems such as; variable speed drives, flow recorders, pressure sensors, soft starters, or SCADA (supervisory control and data acquisition) systems. • Maintain electrical and electronic controls associated with communications alarm diallers, programmable control systems and related equipment. • Perform thermography of motor control and electrical distribution panels; collect and analyse data to troubleshoot problems of aged equipment.
Leadership	<ul style="list-style-type: none"> • Supervision of all electrical work including electrical apprentice and inspections of work performed by approved contractors as required. • Pass on relevant knowledge and training to team members and other employees when required. • Liaise effectively between the Mitchell Depot and other sections of EGW. • Assist with Emergency Management functions when required.
Resource Management	<ul style="list-style-type: none"> • Requisition of electrical materials, components and supplies; maintain records and prepare basic reports. • Ability to provide basic records on electrical maintenance programs and asset condition. • Assist with optimising budgets. • Assist with planning and capital works projects when required. • Assist with the management of electrical stores inventory and associated material.

Culture, Values & Behaviours	<ul style="list-style-type: none"> • Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Build a supportive and cooperative environment, one that recognises the value of collaboration. • Support a workplace culture that enables diversity, fair and inclusive practices. • Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	<ul style="list-style-type: none"> • Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
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. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:

- Technical knowledge and skills obtained through trade certificate including but not limited to fault finding, programming, interpreting drawings and plans, understanding of relevant electrical codes, and safe working practices.
- Effective time management and prioritisation skills.
- Ability to operate plant, equipment and specialised tools.
- Ability to perform maintenance on mechanical equipment including pumps and other equipment and plant associated with water and recycled water.
- A detailed knowledge of the applicable Occupational, Health and Safety requirements.

LEADERSHIP SKILLS

Required:

- Set priorities, plan and organise work programs.
- Supervise staff and contractors.
- Provide direction, leadership and on the job training to others as required.
- Problem solving.
- Prepare reports and monitor progress of works.

INTERPERSONAL SKILLS

Required:

- Highly developed communication skills ensuring the ability to effectively communicate with customers, members of the public, contractors and personnel at all levels in the Corporation.
- Dispute handling skills - The ability to deal with, and handle sympathetically any grievances
- Report writing - The ability to write basic reports on condition assessment of electrical systems and associated equipment

QUALIFICATIONS

Required:

- A Grade electrical trade certificate.
- Current driver's licence.
- A desire and willingness to undertake further training as necessary to facilitate the maintenance of East Gippsland Water's electrical systems.
- Compulsory training throughout course of employment.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> • Experience supervising and mentoring apprentices. • Demonstrated experience and knowledge in electrical control systems and fault finding in electrical circuits. • Proven ability to read and understand electrical schematic drawings. • Demonstrated experience in domestic, commercial and industrial wiring systems. 	<ul style="list-style-type: none"> • Knowledge and skills gained through experience in the water, wastewater and recycled water industry. • Experience with water supply and/or sewerage electrical process control, instrumentation, monitor and data acquisition. • Knowledge of electrical asset management and maintenance systems. • Technical knowledge of different systems and processes, e.g. configuration of servers, workstations and telemetry outstations, modification of PLC and SCADA, calibration of instrumentation, setting up process controllers.

KEY SELECTION CRITERIA

1. An electrical trade with knowledge and experience relevant to water, wastewater and recycled water assets.
2. The ability to learn quickly and carry out effective electrical maintenance activities across East Gippsland Water's infrastructure.
3. Effective time management skills combined with the ability to prioritise to ensure high quality outcomes during times of peak activity.
4. An understanding of water, wastewater and recycled water infrastructure and the maintenance of these assets from an electrical perspective.
5. Well-developed interpersonal skills combined with good verbal and basic written skill ensuring the ability to work effectively with people at all organisational levels, in and outside of East Gippsland Water.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers).

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.