

OPERATIONS AND MAINTENANCE TEAM MEMBER (MALLACOOTA) – 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

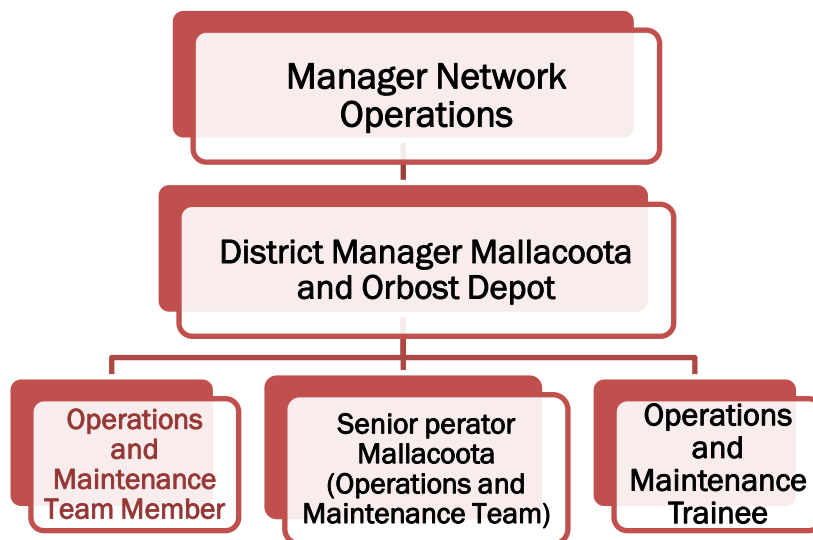
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and emerging leaders.

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:	Operations and Maintenance Team Member - Mallacoota	Effective Date:	April 2024
Department:	Service Delivery	Job Location:	Mallacoota Depot & various locations
Reports To:	District Manager Mallacoota and Orbost Depot	Supervises:	Nil
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 Operations & Maintenance Team Member will assist in the delivery of proactive maintenance and operational projects works within our water and sewerage reticulation networks so that asset performance and reliability objectives are achieved.

The employee will assist in the improvement in the operations and efficiency of networks to meet customer expectations and regulatory standards in the provision of water and recycled water services.

WHAT YOU WILL BE DOING

Service Delivery	<ul style="list-style-type: none"> Assisting the Mallacoota Depot in the delivery of maintenance programs across the Corporation's networks. Maintain and operate the recycled water treatment plants, water treatment plants and disinfection/monitoring plants. This includes infrastructure associated with recycled water reuse schemes where operated by EGW. Carry out repair and minor works to water and recycled water assets. Operation of equipment and machinery to maintain water and recycled water assets. Working with contractors to deliver planned network projects and programs. Ensure all Corporation assets are maintained in a safe, efficient, sustainable & cost-effective manner. Carry out other projects as directed, if sufficiently skilled. Utilize monitoring software to ensure network performances being met. Accurately document all materials, fittings & supplies used for operational requirements.
Water & Recycled Water Treatment	<ul style="list-style-type: none"> Maintain and operate the recycled water treatment plants, water treatment plants and disinfection/monitoring plants. This includes infrastructure associated with recycled water reuse schemes where operated by EGW.
Teamwork	<ul style="list-style-type: none"> Communicate effectively with your relevant coordinator and other sections of EGW. Proactively share information with team members to assist them to understand and manage uncertainty and change. Contribute to achieving goals & objectives.
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.

	<ul style="list-style-type: none"> Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.
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SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<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 perform maintenance on mechanical equipment including pumps, plant and other equipment. Good electrical safety awareness. Knowledge and experience in the operation of machinery and plant Ability to perform maintenance on mechanical equipment including pumps and other equipment and plant associated with water and recycled water systems. Knowledge of the processes of materials and equipment management. 	<ul style="list-style-type: none"> Understanding of electrical switch boards. Ability to quickly expand knowledge on relevant software applications. A good working knowledge (practical and theoretical) of Wastewater Treatment, Water Treatment, Water Treatment and Disinfection Plants.

LEADERSHIP SKILLS

Required:
<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. The ability to work without or limited supervision on defined tasks or projects if sufficiently skilled.

INTERPERSONAL SKILLS

Required:
<ul style="list-style-type: none"> Communicate effectively with and gain co-operation from supervisors, other employees and contractors. Display and promote EGW Values & Behaviours. Be courteous, polite and respectful with fellow staff members, contractors and members of the public.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • Certificate II or III in Water Operations or willing to complete it within 2 years of commencement. • Compulsory trainings throughout course of employment. • Legally able to drive a motor vehicle and possess a valid driver's license (manual transmission). • An appropriate technical trade certificate or qualification. 	<ul style="list-style-type: none"> • Experience in outdoor works, civil construction or other related industry.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> • Experience in outdoor works, civil construction or other related industry. 	<ul style="list-style-type: none"> • Experience in the operation of water systems and waste water systems. • Ability to operate plant and equipment.

KEY 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 recycled water assets.
3. Effective time management skills combined with the ability to prioritise to ensure high quality outcomes during times of peak activity and when carrying out manual maintenance programs on EGW's assets.
4. Ability to communicate effectively with co-workers and management combined with basic report writing and IT skills.
5. Ability to participate in standby activities and respond to after-hours callouts within required timeframes,
6. Positive attitude towards personal development including being accountable, innovative, passionate and a team player to achieve corporate objectives.

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.