

Take the plunge.

A person in a wetsuit is captured mid-air, jumping from a dark, mossy rocky cliff into the ocean. The background is a clear blue sky. The overall scene is set against a dark blue gradient background that transitions into a lighter blue and green gradient at the bottom.

A step forward in your career,
just a step from the coast.

Maintenance Officer

Position Description



WESTERNPORT
WATER.

Hours
that
work
for
you.



TITLE

Maintenance Officer

BAND

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LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Operations & Maintenance

DIVISION

Assets & Operations

REPORTS TO

Network Operations & Maintenance

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Maintenance Officer provides ongoing Network Operations and Maintenance services across the Corporation's water, wastewater and gas systems within agreed service standards 24 hours a day, 7 days per week.

KEY RESPONSIBILITY AREAS

- To be part of a skilled, suitably resourced and equipped workforce capable of delivering operations and maintenance services by maintaining an effective response service to faults and emergencies 24 hours a day, 7 days a week across the Corporation's water, wastewater and gas systems.
- Within the scope of this role ensure that your activities and the activities of others at the workplace are undertaken in an environment of "Safety" and "Risk Management" awareness and in accordance with all relevant Occupational Health and Safety and Risk policies and procedures.
- Comply with all operational processes and procedures, letting Coordinators and Managers know if the processes or procedures need updating, amending or improving.
- Accurately, consistently and in a timely manner complete all required work orders and paper work detailing activities undertaken.
- Ability to effectively and efficiently operate within a team environment.
- Ability to communicate clearly with customers, team members, coordinators, managers and contractors as well as provide written communication, in the form of memos, notices and standard forms.
- Commit to working in a "Safety" and "Risk Aware" environment with work quality and customer service meeting expected standards in the field.
- Provide information on infrastructure or service issues that may assist in developing reactive and preventative maintenance programs and Asset Management Information System.
- Understanding of reactive and preventative maintenance principles, procedures, technologies and associated documentation, for water, wastewater or other utility systems including but not limited to; confined space entry, trench shoring, traffic control, asbestos removal, pump maintenance.
- Limited skills to undertake a broad range of activities, including but not limited to; mechanical aptitude, work at heights, confined space.
- Safely and competently operate; medium mechanical plant and equipment, chainsaws, demolition saws, jetting machines.
- To be available for after hours on call roster for network operations and maintenance tasks.
- Safe, efficient and effective use of "Tools of Trade" provided by the Corporation.

KEY SELECTION CRITERIA

- Completed Year 10 or equivalent.
- Certificate III in Water Industry Operations (or willingness to complete).
- Ability to work as part of a multi skilled team.
- Ability to be a part of a rostered and ad hoc after hours arrangement.
- Good verbal and written communication skills along with well-developed computer skills.
- An understanding of water, sewer and other systems is desirable.
- Current Victorian Drivers Licence.

QUALIFICATIONS AND EXPERIENCE

- Completed Year 10 or equivalent.
- Certificate III in Water Industry Operations (or willingness to complete).
- Well developed administrative and computer skills.
- Current driver's licence suitable for Victoria.
- Previous experience in the operation and maintenance of utility infrastructure.
- Evidence of mechanical aptitude.
- Qualifications through prior training in confined space, traffic signing and OH&S practises.



Westernport Water

2 Boys Home Road,
Newhaven 3925

1300 720 711

westernportwater.com.au



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