



1. **TITLE:** FIELD MAINTENANCE – TEAM MEMBER
2. **CLASSIFICATION:** BROADBAND 2
3. **DEPARTMENT:** OPERATIONS - MAINTENANCE
4. **POSITION OBJECTIVES:**
 - 4.1. **Objectives of Position:**
 - 4.1.1. To be part of a team providing ongoing reactive and preventative services for the Corporation;
 - 4.1.2. To be committed to working in a “Safety” and “Risk Aware” environment with work quality and customer service meeting expected standards in the field;
 - 4.1.3. To be available for after hours reactive and preventative maintenance tasks
 - 4.2. **Within the Organisation:**
 - 4.2.1. To provide information on infrastructure or service issues that may assist in developing reactive and preventative maintenance programs;
5. **KEY RESPONSIBILITIES:**
 - 5.1. To be part of a skilled, suitably resourced and equipped workforce capable of delivering reactive and preventative maintenance services across the Corporations water, wastewater or other systems including civil, electrical and mechanical components within agreed service standards, 24 hours a day, 7 days a week;
 - 5.2. 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;
 - 5.3. To be aware of and implement the relevant requirements of the Corporations Water Quality Risk Management Plan
 - 5.4. To be aware of and comply with all operational processes and procedures, letting Supervisors know if the processes or procedures need updating, amending or improving;
 - 5.5. To be available for after hours work on a rostered and ad hoc basis after an initial qualifying period; and
 - 5.6. Accurately, consistently and in a timely manner complete all required paper work detailing activities undertaken.

6. ORGANISATIONAL RELATIONSHIPS:

- 6.1. Immediate Supervisor: Field Maintenance Supervisor (Reactive) or Preventative Maintenance Officer (Preventative)
- 6.2. Direct Reports: Nil
- 6.3. Liaises with employees in the Corporation to provide operational feedback and input into reactive and preventative maintenance programs.

7. ACCOUNTABILITY & EXTENT OF AUTHORITY:

- 7.1. Accountable for undertaking broad but well defined tasks using established skills working with specific guidelines under general supervision;
- 7.2. The extent of authority for this position is limited by standards and procedures; and
- 7.3. Work may be undertaken in a team environment or individually as required.

8. JUDGEMENT & DECISION MAKING:

- 8.1. Work objectives are well defined;
- 8.2. The methodology, technology, process or equipment to be used will be selected from documented procedures and practises in a defined range of recurring work situations; and
- 8.3. When dealing with non-routine matters support and guidance is readily available from within the Corporation.

9. SPECIALIST KNOWLEDGE AND SKILLS:

- 9.1. Understanding of reactive and preventative maintenance principles, procedures, technologies and associated documentation, for water, wastewater or other utility systems including but not limited to;
 - (a) Confined space entry
 - (b) Trench shoring
 - (c) Traffic control
 - (d) Asbestos removal
 - (e) Pump Maintenance
- 9.2. Limited skills to undertake a broad range of activities, including but not limited to;
 - (a) Mechanical aptitude
 - (b) Work at heights
 - (c) Confined space
 - (d) Safely and competently operate;
 - Medium mechanical plant and equipment
 - Chainsaws
 - Demolition saws
 - Jetting machines

9.3. Basic skills to meet inherent physical requirements of role including;

- (a) Digging
- (b) Lifting
- (c) Other manual handling requirements

9.4. Well developed administrative and computer skills

10. MANAGEMENT SKILLS:

10.1. Ability to plan and effectively manage your own time achieving objectives and goals within required timeframes.

11. INTERPERSONAL SKILLS:

11.1. Ability to effectively and efficiently operate within a team environment; and

11.2. Ability to communicate clearly with customers, Supervisors and contractors as well as provide written communication, in the form of notices and standard forms.

12. QUALIFICATIONS AND EXPERIENCE:

12.1. Completed Year 10 or equivalent; and

12.2. Current drivers licence suitable for Victoria.

Desirable

12.3. Previous experience in the operation and maintenance of utility infrastructure;

12.4. Evidence of mechanical aptitude; and

12.5. Qualifications through prior training in confined space, traffic signing and OH&S practises.

13. TRAINING:

13.1. On the job training is to be provided in the use and operation of the Corporations maintenance equipment and associated practises and procedures; and

13.2. Additional internal / external training will be provided to suitable candidates.

14. KEY SELECTION CRITERIA:

14.1. Ability to maintain appropriate fitness levels sufficient to meet the physical requirements of the role;

14.2. Willingness to be part of a rostered and ad hoc after hours arrangement;

14.3. Good verbal and written communication skills;

14.4. Well developed computer skills;

14.5. Demonstrated ability to be part of a team; and

14.6. An understanding of Westernport Water's water, sewer and other systems is desirable but not essential

15. PERFORMANCE INDICATORS:

- 15.1. Evidence of being an active , supportive and committed team member;
- 15.2. No work related lost time injuries as a consequence of using inappropriate work methods or practises;
- 15.3. Evidence of developing skills through on-the-job and structured training programs; and
- 15.4. After hours availability.

16. STANDARD CLAUSES

- 16.1. To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- 16.2. To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation's policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk.
- 16.3. To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative.
- 16.4. To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.
- 16.5. To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- 16.6. To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water's Environmental Management System to assist the Corporation manage its environmental impact.

Prepared by: Steven Porter
General Manager – Operations

Approved by: Murray Jackson
Managing Director