



1. **TITLE:** FIELD MAINTENANCE (FIXED TERM) – TEAM MEMBER
2. **CLASSIFICATION:** BROADBAND 2
3. **DEPARTMENT:** OPERATIONS – MAINTENANCE
4. **TERM:** 12 MONTHS FIXED TERM (WITH VIEW TO EXTEND)
5. **POSITION OBJECTIVES:**
 - 5.1. **Objectives of Position:**
 - 5.1.1. To be part of a team providing ongoing reactive and preventative services for the Corporation;
 - 5.1.2. To be committed to working in a “Safety” and “Risk Aware” environment with work quality and customer service meeting expected standards in the field;
 - 5.1.3. To be available for after hours reactive and preventative maintenance tasks as a backfill only (as specified by manager)
 - 5.2. **Within the Organisation:**
 - 5.2.1. To provide information on infrastructure or service issues that may assist in developing reactive and preventative maintenance programs;
6. **KEY RESPONSIBILITIES:**
 - 6.1. To be part of a skilled 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;
 - 6.2. 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;
 - 6.3. 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;
 - 6.4. To be aware of and implement the relevant requirements of the Corporations Water Quality Risk Management Plan;
 - 6.5. Accurately, consistently and in a timely manner complete all required paper work detailing activities undertaken; and
 - 6.6. Provide quality customer service support and assistance requiring the exercising of sound judgement, initiative and maintenance of confidentiality in the performance of work.

7. ORGANISATIONAL RELATIONSHIPS:

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

8. ACCOUNTABILITY & EXTENT OF AUTHORITY:

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

9. JUDGEMENT & DECISION MAKING:

- 9.1. The position requires the adherence to a clearly defined and established procedures in all judgement and decision making
- 9.2. Employees at this band are called upon to use some originality in approach with solutions
- 9.3. When dealing with non-routine matters support and guidance is readily available from within the Corporation.

10. SPECIALIST KNOWLEDGE AND SKILLS:

Essential:

- 10.1. To meet inherent physical requirements of role, essential skills include;
- (a) Digging
 - (b) Lifting
 - (c) Other manual handling requirements.
- 10.2. The ability to undertake a range of reactive and preventative maintenance activities, and use procedures, technologies and associated documentation, for water, wastewater or other utility systems.

Desirable:

- 10.3. The ability to undertake a broad range of activities, including but not limited to;
- (a) Mechanical aptitude
 - (b) Work at heights
 - (c) Confined space
 - (d) Trench shoring
 - (e) Asbestos removal
 - (f) Safely and competently operate;
 - Medium mechanical plant and equipment
 - Chainsaws
 - Demolition saws
 - Jetting machines.
- 10.4. Basic administrative and computer skills are also desirable.

11. MANAGEMENT SKILLS:

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

12. INTERPERSONAL SKILLS:

- 12.1. Ability to effectively and efficiently operate within a team environment; and
- 12.2. Ability to communicate clearly with customers, Supervisors and contractors as well as provide written communication, in the form of notices and standard forms

13. QUALIFICATIONS AND EXPERIENCE:

Essential:

- 13.1. Completed Year 10 or equivalent; and
- 13.2. Current drivers licence suitable for Victoria.

Desirable:

- 13.3. Previous experience in the operation and maintenance of utility infrastructure;
- 13.4. Evidence of mechanical aptitude; and
- 13.5. Qualifications through prior training in confined space, traffic signing and OH&S practises.

14. TRAINING:

- 14.1. On the job training is to be provided in the use and operation of the Corporations maintenance equipment and associated practises and procedures; and
- 14.2. Additional internal / external training will be provided to suitable candidates.

15. KEY SELECTION CRITERIA:

- 15.1. Ability to maintain appropriate fitness levels sufficient to meet the physical requirements of the role;
- 15.2. Willingness to be part of a rostered and ad hoc after hours arrangement;
- 15.3. Good verbal and written communication skills;
- 15.4. Basic computer skills;
- 15.5. Demonstrated ability to be part of a team; and
- 15.6. An understanding of water, sewer and other systems is desirable but not essential.

16. PERFORMANCE INDICATORS:

- 16.1. Evidence of being an active, supportive and committed team member;
- 16.2. No work related lost time injuries as a consequence of using inappropriate work methods or practises; and
- 16.3. Evidence of developing skills through on-the-job and structured training programs.

17. STANDARD CLAUSES

- 17.1. To act consistent with the four values outlined in the Behavioural Charter.
- 17.2. 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;
- 17.3. 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;
- 17.4. 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;
- 17.5. 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;
- 17.6. To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392; and
- 17.7. 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.

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