

COORDINATOR MAINTENANCE PLANNING AND OPTIMISATION – 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

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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 future leaders.

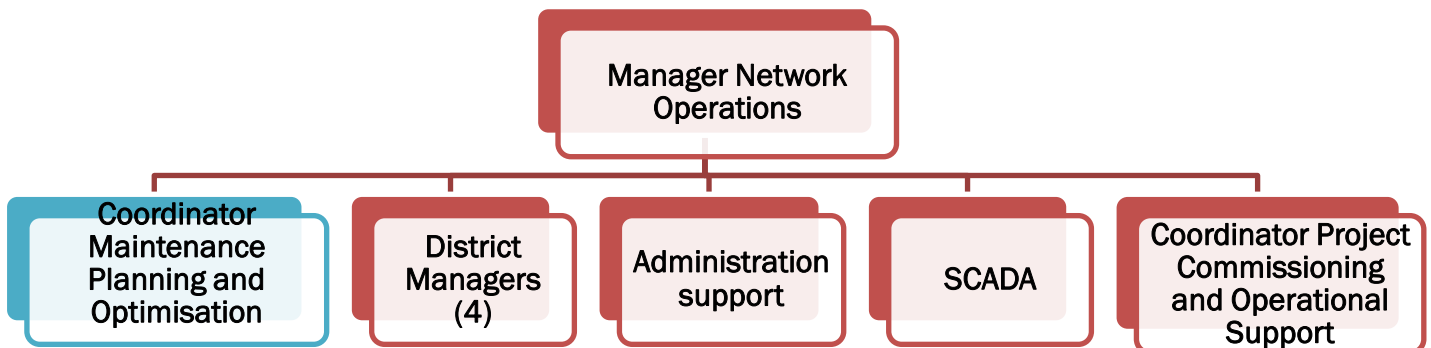
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Coordinator Maintenance Planning and Optimisation	Effective Date:	January 2025
Department:	Service Delivery	Job Location:	Mitchell Depot
Reports To:	Manager Network Operations	Supervises:	Nil
External Contacts:	Water businesses, Industry Partners, Contractors, Consultants, Customers, General public, Suppliers, other Water Corporations, and statutory bodies.		
FTE Classification:	1.0	Position Number:	
Prepared By:	People, Safety & Culture; Manager Network Operations	Approved By:	General Manager Service Delivery

ORGANISATIONAL CHART



COORDINATOR MAINTENANCE PLANNING AND OPTIMISATION

ABOUT THE ROLE

The Coordinator Maintenance Planning and Optimisation is responsible for developing and implementing best practice maintenance plans for critical assets, including but not limited to treatment facilities, network distribution systems and pump stations. The Coordinator will work closely with maintenance teams, operations and subject matter experts to ensure safe, reliable and efficient operations and maintenance of EGW infrastructure for our customers and communities.

This role ensures the establishment of preventative and predictive maintenance schedules based on industry best practices, historical data, and manufacturer recommendations. The coordinator will allocate resources, including personnel, equipment, spare parts, and materials, to support the efficient and safe execution of the annual maintenance plan. Additionally, the role involves monitoring the implementation and performance of maintenance plans, making necessary adjustments, and integrating maintenance strategies into capital improvement programs.

WHAT YOU WILL BE DOING

<p>Maintenance Planning</p>	<ul style="list-style-type: none"> • Develop, implement and maintain effective and efficient maintenance plans in partnership with relevant teams and subject matter experts. • Develop and establish preventative and predictive maintenance schedules, including work packs for each asset/facility based on industry best practice, historical data and manufacturer recommendations. • Coordinate with relevant teams to allocate maintenance resources, including personnel, equipment, spare parts and materials to support efficient and safe execution of the annual maintenance plan. • Coordinate and monitor the implementation and performance of the maintenance plans, and adjust as reasonably required. • Collaborate with operational projects managers and relevant teams to integrate effective maintenance strategies and activities into capital improvement programs.
<p>Maintenance Optimisation</p>	<ul style="list-style-type: none"> • Develop, implement and monitor key performance indicators, relevant targets and benchmarks for maintenance activities. • Assist in developing and implementing maintenance strategies and objectives aligned with relevant asset management, operational, organisational and best practice strategies. • Analyse maintenance data and performance metrics to identify opportunities for continuous improvement. • Implement data-driven decision-making processes for predictive maintenance and resource optimisation. • Partner with district managers and activity schedulers to support effective implementation and execution of the maintenance plans. • Participate in the evaluation and selection of new equipment, technologies and maintenance tools. • Prepare maintenance related reports, budgets and presentation for relevant stakeholders. • Coordinate condition-based assessment programs to determine asset condition and review maintenance requirements.
<p>Systems management</p>	<ul style="list-style-type: none"> • Develop and maintain appropriate systems for the development, review and finalisation of asset specific maintenance plans and annual maintenance plans. • Develop and maintain appropriate systems to foster innovation and continuous improvement in the delivery of maintenance activities. • Support the development and maintenance of system information and reports.

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Leadership	<ul style="list-style-type: none"> • Provide and pass on relevant knowledge and mentoring to team members and other employees as required. • Collaborate with project managers, project delivery leads and Service Delivery team members to ensure optimised maintenance activities. • Assist with Emergency Management functions as required. • Engage with people in an intelligent and professional manner, conduct productive meetings, manage conflict constructively, and foster effective team building. • Take the lead to analyse complex issues, identify root causes, implement effective solutions, and make informed decision.
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, promote and role model the EGW Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and act responsibly for the safety of self and others. • Perform frequent safety pulse checks with focus on uncontrolled fatal risks. • 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 Corporation's 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:	Desirable:
<ul style="list-style-type: none"> • Significant practical experience in maintenance planning activities relevant to water and sewer networks, such as the utility or manufacturing sector. • Demonstrated knowledge and experience with developing and optimising maintenance planning systems such as Reliability Centred Maintenance. • Demonstrated knowledge of the role of maintenance within an asset management focussed organisation. 	<ul style="list-style-type: none"> • Knowledge of water or sewer networks and treatment assets.

LEADERSHIP SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Prioritise multiple tasks to meet the needs of internal and external customers. • Manage own time effectively to achieve a high level of reliability and efficiency while maintaining a community service mindset. • Proactively support, guide and advise internal stakeholders. • Ability to drive innovation and implement new technologies and processes in maintenance activities. 	<ul style="list-style-type: none"> • Collaborate effectively with other internal teams and relevant external stakeholders. • Prepare correspondence on technical and related matters as necessary.

INTERPERSONAL SKILLS

Required:
<ul style="list-style-type: none"> • Demonstration of alignment to our organisational values. • Well-developed oral, written communication, and comprehension skills. • Strong demonstrated ability to work collaboratively to embed new ways of working. • An ability to liaise with, and gain the cooperation and assistance of others to address specialist challenges appropriate to EGW's requirements. • Able to work independently and exercise judgment with limited supervision.

QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • A current valid Victorian driver's licence. • Certificate III in Water Industry Operations or equivalent vocational qualification. <p>Compulsory trainings throughout course of employment.</p>	<ul style="list-style-type: none"> • Water industry related certification. • Asset management fundamentals.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> • Practical knowledge and skills gained through 3-5 years of relevant leadership in maintenance system. 	<ul style="list-style-type: none"> • 3-5 years' experience in the water or equivalent industry, particularly relating to environmental and wastewater management.

KEY SELECTION CRITERIA

1. Practical experience in relevant maintenance planning activities related to water or sewer networks and treatment assets.

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2. Experience in developing and implementing maintenance plans, coordinating resources, and integrating maintenance strategies into capital improvement programs.
3. Ability to prioritize tasks, manage time effectively, support stakeholders, and drive innovation in maintenance activities.
4. Positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.
5. Well-developed interpersonal skills including the ability to build and manage relationships to achieve beneficial outcomes.
6. Ability to analyse complex information from multiple data sources, think strategically, and implement solutions with attention to detail, and a methodical approach to problem solving.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

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.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

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).