

**OPERATIONS AND MAINTENANCE TEAM MEMBER (REUSE) – 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**

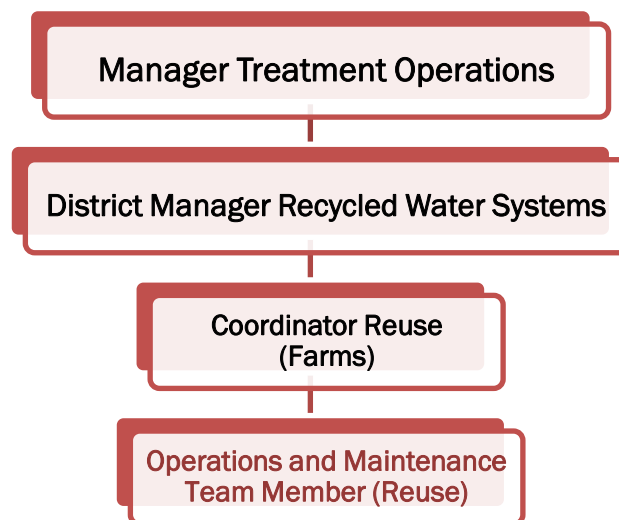
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland’s land and waters. We pay our respects to their Elders both past, present and emerging leaders.

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**

<b>Position Title:</b>	Operations and Maintenance Team Member (Reuse)	<b>Effective Date:</b>	May 2024
<b>Department:</b>	Service Delivery	<b>Job Location:</b>	Mitchell Depot, East Gippsland Water farming properties & various locations across the region
<b>Reports To:</b>	Coordinator Reuse (Farms)	<b>Supervises:</b>	Nil
<b>External Contacts:</b>	Consulting Engineers, Contractors, Consumers, General Public, East Gippsland Shire, Other Statutory Bodies, Material and Equipment Suppliers, Other Water Corporations.		
<b>FTE Classification:</b>	1.0	<b>Position Number:</b>	Multiple positions
<b>Prepared By:</b>	People & Culture; Manager Treatment Operations	<b>Approved By:</b>	Executive Manager Service Delivery

**ORGANISATIONAL CHART**



## ABOUT THE ROLE

The Operations & Maintenance Team Member – Reuse will assist in the delivery of proactive maintenance and operational project works within our recycled water properties (treatment plants and farms) so that asset performance and reliability objectives are achieved.

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

## WHAT YOU WILL BE DOING

<b>Service Delivery – Reuse</b>	<ul style="list-style-type: none"> <li>Assisting the Coordinator Reuse (Farms) in the delivery of maintenance programs across the EGW networks.</li> <li>Carry out repair and minor works to water and wastewater assets.</li> <li>Operation of equipment and machinery to maintain water and wastewater assets.</li> <li>Working with contractors to deliver planned network projects and programs.</li> <li>Ability to provide basic records on maintenance programs and asset condition.</li> <li>Ensure all Corporation assets are maintained in a safe, efficient and cost-effective manner.</li> <li>Utilise monitoring software to ensure network performances being met.</li> <li>Be available to respond to reactive situations as directed when sufficiently skilled including depot operations.</li> <li>Other duties as required.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Communicate effectively with your relevant coordinator and other sections of EGW.</li> <li>Proactively share information with team members to assist them to understand and manage uncertainty and change.</li> <li>Contribute to achieving goals &amp; objectives.</li> </ul>
<b>Culture, Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture.</li> <li>Build a supportive and cooperative environment, one that recognises the value of collaboration.</li> <li>Support a workplace culture that enables diversity, fair and inclusive practices.</li> <li>Represent and role model EGW Values &amp; Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.</li> </ul>
<b>Health, Safety &amp; Environment</b>	<ul style="list-style-type: none"> <li>Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work.</li> <li>Contribute to a safe working culture and acting responsibly for the safety of self and others.</li> <li>Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.</li> </ul>

**SKILLS, QUALIFICATION & EXPERIENCE**

**SPECIALIST SKILLS**

Required:	Desirable:
<ul style="list-style-type: none"> <li>• Good working understanding of pumps and mechanical equipment associated with all facets of water and waste water.</li> <li>• Ability to operate plant, equipment and specialised tools.</li> <li>• Ability to perform maintenance on mechanical equipment including pumps, plant and other equipment.</li> <li>• Good general electrical knowledge.</li> <li>• Ability to use and operate a computer and tablet.</li> <li>• Understanding of water and wastewater reticulation systems, infrastructure and the maintenance of these assets.</li> <li>• Knowledge and experience in the operation of machinery and plant including excavators, generators, pumps and specialised tools.</li> <li>• Ability to perform maintenance on mechanical equipment including pumps and other equipment and plant associated with water and wastewater systems.</li> <li>• Knowledge of the processes of materials and equipment management.</li> <li>• Good electrical safety awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to quickly develop competence in different tech applications.</li> </ul>

**LEADERSHIP SKILLS**

Required:	Desirable:
<ul style="list-style-type: none"> <li>• The capacity to efficiently and effectively manage time.</li> <li>• The ability to assess and solve problems within a defined scope using common practice and procedures.</li> <li>• The ability to work effectively in a team environment.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to work with no supervision on defined tasks or projects.</li> </ul>

**INTERPERSONAL SKILLS**

Required:	Desirable:
<ul style="list-style-type: none"> <li>• Communicate effectively with and gain co-operation from supervisors, other employees and contractors.</li> <li>• Display and promote EGW Values &amp; Behaviours.</li> <li>• Be courteous, polite and respectful with fellow staff members, contractors and members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to write reports relating to maintenance issues.</li> </ul>

## QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> <li>• Certificate II or III in Water Operations or willing to complete within 2 years of commencement.</li> <li>• Current manual drivers licence (or working towards).</li> <li>• Compulsory trainings throughout course of employment.</li> </ul>	<ul style="list-style-type: none"> <li>• An appropriate technical trade certificate or qualification.</li> <li>• Prior to operating plant and equipment employees will be required to obtain, or produce existing, licenses or endorsements.</li> </ul>

## EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> <li>• Physically fit and capable of carrying out all duties. See also physical requirements.</li> <li>• Required to operate from various sites across the Corporation's region.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the operation of water systems and waste water systems.</li> <li>• Ability to operate plant and equipment.</li> </ul>

## 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 wastewater assets.
3. Ability to communicate effectively with co-workers and management combined with basic report writing and IT skills.
4. Ability to meet work targets and deadlines when carrying out manual maintenance programs on EGW's water and wastewater assets.
5. Ability to participate in standby activities and after-hours callouts as required.
6. Positive attitude towards personal development including being accountable, innovative, authentic and a united 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.