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 Warrnambool 3280
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Regional Offices
 66 Gray St, Hamilton
 15 Townsend St, Portland

POSITION DESCRIPTION

POSITION TITLE:	Maintenance Electrician
SECTION:	Mechanical & Electrical Maintenance
EMPLOYMENT TYPE:	Full Time
CLASSIFICATION:	Band 5
LOCATION:	Warrnambool
Date Approved:	May 2018
Approving Officer:	Branch Manager Maintenance

POSITION OBJECTIVES

To ensure the operational reliability of Wannon Water electrical assets by means of fault finding, corrective & preventative maintenance, and asset improvements.

KEY RESPONSIBILITIES & DUTIES

- Fault finding and rectification of electrical problems.
- To carry out preventative maintenance works and to assist in the development of electrical maintenance programmes.
- To undertake modifications and improvements to Wannon Water's electrical assets To be involved in the development and ongoing operation and maintenance of the SCADA hardware and Radio Telemetry system.
- To provide electrical support to Operational teams, and contribution to the ongoing improvement of procedures, operation manuals and wiring diagrams where required.
- To schedule and assist with prioritisation of allocated work activities
- To positively contribute to the ongoing development of a highly skilled, customer focused motivated and productive workforce.
- To contribute to the ongoing refinement and development of maintenance methodologies, guidelines and work practices.
- To provide specialist technical advice to Corporation employees and contractors when required
- To ensure that customers of Wannon Water are given prompt and efficient service in accordance with Wannon Water's policies and guidelines.
- Will be compliant with all Wannon Water Occupational Health & Safety policies & procedures at all times.

POSITION DESCRIPTION

ELECTRICAL OFFICER



ORGANISATIONAL RELATIONSHIPS	
RESPONSIBLE TO:	Team Leader - Electrical Maintenance
INTERNAL LIAISONS	All Wannon Water employees
EXTERNAL LIAISONS	Corporation Customers, Statutory Authorities, Contractors, Suppliers
ACCOUNTABILITY AND EXTENT OF AUTHORITY	
Accountable to the Manager Mechanical & Electrical Maintenance and Team Leader Electrical Maintenance for the effective, safe and efficient performance of all duties and responsibilities. Works under limited supervision.	
JUDGEMENT AND DECISION MAKING	
With direction from the Manager Mechanical & Electrical Services has the authority to make autonomous decisions regarding electrical services functions and to provide support to related employees, contractors or the general public. Able to select particular techniques, methods, processes or equipment from a range of available alternatives.	
SPECIALIST SKILLS & KNOWLEDGE	
<u>Essential</u> A sound knowledge and understanding of the operation, maintenance and installation of Industrial electrical equipment and Systems; including Pumps, Pump control, VSD's & Soft starters and Sensors. A working knowledge of Acts and Regulations relevant to the electrical industry. Ability to efficiently and competently work with the following applications or similar <ul style="list-style-type: none">- Fulcrum - work management systems- Conquest - asset information system- Enlighten - geographic information system (GIS)- SCADA applications: Rubicon, ClearSCADA and Citec.- WaterSHED - Intranet- TRIM – document management system- -The MS suite of applications	
<u>Desirable</u> Knowledge and understanding of complex industrial control systems including Instrumentation, PLC's, SCADA Telemetry systems including CITECT, Remote Telemetry Units (RTUs), and radio communication systems.	

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MANAGEMENT SKILLS

Ability to set priorities and manage time effectively

INTERPERSONAL SKILLS

The incumbent must be able to work both independently and in a team environment to accomplish the given tasks and be able to demonstrate a systematic and thorough approach to achieving results.

Sound level of oral and written communication skills.

Ability to communicate effectively with employees, contractors, managers and the public.

Ability to provide reports to management when required.

QUALIFICATIONS & EXPERIENCE

○ Essential

- Be a registered A-Grade Electrician post-industrial electrical maintenance and installation experience.
- Current driver's license is required for the successful performance of duties of which a copy is required for inclusion on personnel record.

○ Desirable

- Experience with Telemetry Radio's ,and RTU's
- Certificate of Basic Electronics
- Experience and knowledge with VSD's and motor Soft-starters
- Experienced or formal training in instrumentation.
- Experience with troubleshooting industrial PLC's

Experience with AutoCAD software

A copy of current drivers licence is required for inclusion on personnel record.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- AS/NZS ISO 9001:2008, Quality management systems - Requirements
- AS/NZS ISO 14001: 2004, Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: 2004, Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS 4801: 2001, Occupational health and safety management systems - Specification with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and

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- initiating, recommending and providing solutions to Management.

OTHER INFORMATION

All successful applicants appointed to Wannon Water are subject to the following:

- Referee Check
- National Police Records Check
- Pre employment medical assessment

Operational employees may also require vaccinations for Hepatitis A & B, a hearing test and a lung function test

Probationary Period

All successful applicants will be subject to a three month probationary period. This may be extended to six months if required.

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"He or she shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Wannon Water employees will demonstrate the values of Wannon Water being:

- **Think It!**
 - Be creative & innovative
 - Embrace change & new ideas
 - Show initiative
 - Rise to the challenge
- **Work It!**
 - Act today for tomorrow
 - Deliver & add value
 - Get on board & have fun
 - Listen, learn, share & grow
- **Own It!**
 - Follow through
 - Take responsibility
 - Walk the talk
 - Celebrate our successes

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Intellectual Property and Records

All employees will be accountable and responsible in managing and protecting Wannon Water's intellectual property. Employees will be required to accurately capture and record accurate data in daily business activities and support any decisions made in the Records Management System.

Integrated Management System

Every employee has the right and obligation to continually improve the Integrated Management System and ensure its successful operation.

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 4801). These standards ensure that all employees are provided with a safe and healthy working environment and compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee	Manager
Name _____	Name _____
Signature _____	Signature _____
Date _____	Date _____