

Position:	Electrical Maintenance Technician
Classification:	Band 6
Salary Range:	\$72,369 - \$78,009 plus 9.5% superannuation
Term and Employment Type:	Full Time Fixed Term 12 months <i>Flexible work arrangements available subject to negotiation</i>
Starting Location:	Leongatha Depot <i>Other starting locations available subject to negotiation</i>
Reports to:	Team Leader Electrical in the Operations Department, Assets and Maintenance Team
Position Overview:	Contribute to the delivery of South Gippsland Water’s electrical and instrumentation based maintenance program across South Gippsland Water’s to optimise the performance of our assets, meet key performance indicators safely, and to provide excellent customer service.
Organisational Overview:	As a public sector entity, South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems. Our Purpose We provide sustainable water services that are essential to the prosperity and wellbeing of our communities and natural environments. Our Vision 2023 Our customers value the services and outstanding customer experiences proudly delivered by our capable and committed teams <i>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</i>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Operation, maintenance or construction of the following; <ul style="list-style-type: none"> • Electrical Switchboards and power distribution systems; • Pumping systems; • Electrical and Mechanical Control Equipment (Variable Speed Drives, Soft Starters); • Power Supply Systems (Generators, Uninterruptable Power Supplies etc.) • Ability to fault find electrical equipment and implement remedial works in a timely manner. • Strong knowledge of Electrical Standards, Procedures and Regulatory Obligations • Ability to provide good customer service skills by communicating effectively within customers, colleagues and general public. • Appropriate safety, risk and operational knowledge to ensure SGW minimises risk to employees, public and stakeholders when completing maintenance work. • Good level of computer skills for work order, timesheet and email functions.

Personal attributes

- Ability to engage effectively with staff, contractors, customers and key stakeholders
- Well-developed written and oral communication skills
- Ability to influence and gain the cooperation of others
- Ability to remain calm in an emergency, and manage the situation, calling on others for assistance as required.
- Work in close consultation and collaboration with SGW’s Team Leaders, Planner and Scheduler, Maintenance Manager and Operational departments and Electrical Contractors to deliver high levels of maintenance service
- Demonstrate SGW’s Trademark Behaviours, Which are:
 - Clarity – Be up front
 - Unity – Promote the organisation’s positions
 - Delivery – We work Hard to deliver outstanding value and results

Key Responsibilities: As a member of the Assets and Maintenance team this position is primarily responsible for:

- Contribute to the delivery of SGW's Electrical and Instrumentation Maintenance programs.
- Assist in identifying assets in poor condition or operability that may require renewal, augmentation or overhaul works including suggestion of remedial works.
- Proactively organise materials, equipment and required documentation for the efficient delivery of identified programs of maintenance work;
- Operate specialist tools and equipment in a safe and practical manner to deliver maintenance program.
- Utilise the SGW work management mobility system work schedule to undertake maintenance work orders and field devices to capture relevant work order information.
- Carry out suitable preventative maintenance programs for electrical and control equipment
- Complete work at level as assigned that may differ from responsibilities described in this position description subject to consultation and reasonable support and re-training where required.
- Contributing to continuous improvement of Electrical Maintenance Team processes, systems and communications;
- Ensure reasonable care is taken for own health and safety as well as the health and safety of others. Operate consistent with SGW Occupational Health and Safety policy and procedures at all times.
- At all times adhere to the Victorian Public Sector (VPS) Code of Conduct and model the South Gippsland Water *Behaviours for Growth*.

Qualifications:

Mandatory

- Current A/E Grade Electrical Trade qualifications and experience in the operation and maintenance of electrical equipment gained within similar maintenance based industry

Safety Licences:

N/A

Pre-requisites:

Satisfactory National Police Check and a willingness to renew every three years or prior to expiry. If having resided outside Australia in the past ten years for one year or more, an international police check will be required.

Current Victorian manual driver’s licence

**Key
Selection
Criteria:**

1. Experience in the operation and maintenance of electrical equipment gained within a similar maintenance based industry
2. Knowledge and/or experience of instrumentation and electrical control system
3. Ability to fulfil repetitive Preventative Maintenance tasks
4. Ability to work autonomously and also part of a team
5. Ability to utilize work order systems to undertake maintenance tasks and collect important asset information during jobs
6. Good written and verbal communication skills
7. Demonstrated computer skills with experience in email, spreadsheets and word processing software
8. Current A/E Grade Electrical Trade qualifications

I have read and understand the contents and obligations of this position description. I understand that I have an obligation to comply with all Corporation policies and procedures. I also understand I have an obligation to behave consistent with the VPS Code of Conduct and model the SGW Behaviours for Growth.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Signature: *Pari Ravendran* Date: _____