

## POSITION DESCRIPTION

### 1. POSITION DETAILS

<b>Position Title</b>	Maintenance Officer Trade
<b>Business or Service Unit</b>	System Operation & Asset Maintenance
<b>Position Manager</b>	Maintenance Team Leader
<b>Position Location</b>	Various

### 2. POSITION PURPOSE

Deliver day to day maintenance and service activities for water infrastructure assets and river systems and put safety first.

### 3. KEY ACCOUNTABILITIES

- (1) Ensure all activities are undertaken with the safety of people as the number one priority and at all times role model safe behaviour.
- (2) Ensure maintenance and service of water infrastructure, river systems and is completed in accordance with trade compliance, business requirements and good practice.
- (3) Ensure delivery of accurate quantity and quality of water to customers by undertaking surveillance and monitoring of water supply assets.
- (4) Carry out operational maintenance tasks and minor works to assist in the delivery of the preventative maintenance program; providing an initial analysis and potential improvements.
- (5) Capture and store data for the maintenance management system and other related service systems as required.
- (6) Undertake dam surveillance, water quality sampling, on-site water delivery operations on water storage and distribution assets and service related functions to complete operational requirements.
- (7) Meet emergency policies and procedures and participate in water infrastructure activities, flood, lock and piped supply/treatment operations.
- (8) Ensure accurate documentation and reporting on maintenance and services delivery to effectively communicate operational issues, hazards, non-conformances, WHS and environmental matters.

### 4. SIGNIFICANT EXTERNAL RELATIONSHIPS FOR WHICH THIS POSITION IS THE PRIMARY CONTACT

- Nil

**5. AUTHORITY LIMITS**

- As per *Standing Delegations* instrument from time to time.

# RECRUITMENT GUIDE: MAINTENANCE OFFICER TRADE

## 1. KEY COMPETENCIES

Individual Contributor	Team Leader	Manager	Executive
<p><b>Decision Making</b> Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.</p>	<p><b>Decision Making</b> Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.</p>	<p><b>Strategic Decision Making</b> Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.</p>	<p><b>Establishing Strategic Direction</b> Establishing and committing to a long-term business direction based on an analysis of systemic information and consideration of resources, market drivers, and organizational values.</p>
	<p><b>Developing Others</b> Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.</p>	<p><b>Coaching</b> Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.</p>	<p><b>Coaching and Developing Others</b> Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.</p>
<p><b>Active Learning</b> Demonstrating zeal for new information, knowledge, and experiences; regularly seeking and capitalizing on learning opportunities; quickly assimilating and applying new information.</p>	<p><b>Selecting Talent</b> Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.</p>	<p><b>Selecting Talent</b> Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.</p>	<p><b>Building Organisational Talent</b> Establishing systems and processes to attract, develop, engage, and retain talented individuals; creating a work environment where people can realize their full potential, thus allowing the organization to meet current and future business challenges.</p>
<p><b>Personal Growth Orientation</b> Actively pursuing development experiences to improve interpersonal and business impact.</p>			
	<p><b>Delegating responsibility</b> Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.</p>	<p><b>Delegating Responsibility</b> Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.</p>	<p><b>Empowerment and Delegation</b> Sharing authority and responsibilities with others to move decision making and accountability downward through the organization, enable individuals to stretch their capabilities, and accomplish the business unit's strategic priorities.</p>
	<p><b>Leading Through Vision and Values</b> Keeping the organization's vision and values at the forefront of associate decision making and action.</p>	<p><b>Selling the Vision</b> Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.</p>	<p><b>Selling the Vision</b> Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.</p>
<p><b>Work Standards</b> Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.</p>	<p><b>Driving for Results</b> Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.</p>	<p><b>Driving for Results</b> Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.</p>	<p><b>Passion for Results</b> Driving high standards for individual, team, and organizational accomplishment; tenaciously working to meet or exceed challenging goals; deriving satisfaction from goal achievement and continuous improvement.</p>
<p><b>Managing work</b> Effectively managing one's time and resources to ensure that work is completed efficiently.</p>	<p><b>Planning and Organising</b> Establishing courses of action for self and others to ensure that work is completed efficiently.</p>	<p><b>Driving Execution</b> Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.</p>	<p><b>Driving Execution</b> Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.</p>
<p><b>Adaptability</b> Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.</p>	<p><b>Facilitating Change</b> Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.</p>	<p><b>Leading Change</b> Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.</p>	<p><b>Leading Change</b> Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.</p>

## **2. MANDATORY KNOWLEDGE AND QUALIFICATION REQUIREMENTS**

- Qualification in the trade discipline.
- Current NSW driver's licence.
- Boat license where water operations are required.

## **3. MANDATORY EXPERIENCE**

- Experience in the trade discipline.

## **4. EXPERIENCE THAT WILL BE VIEWED FAVOURABLY BUT IS NOT MANDATORY**

- Certificate III in Water Operations.
- Demonstrated experience or ability to learn skills required to undertake maintenance, monitoring and operations of water infrastructure and associated services.
- Ability to work as a team member, set up and lead small work groups or fill in for specific activities and relieving team roles.

## **5. KEY CHALLENGE**

- Understand, accept and implement new technology and changing work practices to continuously improve product delivery.