

**Position Description**

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| <b>POSITION TITLE:</b> Mechanical Maintenance Operator Apprentice   | <b>REPORTS TO:</b> Team Leader Mechanical Maintenance |
| <b>Pay Band:</b> Apprentice wage  |   |
| <b>ORGANISATIONAL CONTEXT</b>   |   |
| <p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage. Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>   |   |
| <b>PRIMARY OBJECTIVES</b>   |   |
| <p>To perform planned and breakdown maintenance duties for Lower Murray Water’s water, wastewater and irrigation infrastructure, and perform works on infrastructure upgrades. This position will form part of a 24 hour on-call roster, with staff required to respond to and rectify any critical alarms or failures and a willingness to work flexible hours according to business needs.</p> <p>When breakdowns and emergencies occur, staff are required to work reasonable overtime, and to also assist in the operations of plants under supervision of competent operators, within skill limits. Staff are required to undertake training to maintain and improve skills and competencies. Staff are required to follow Lower Murray Water’s Standard Operating Procedures for safety, quality and environmental protection to achieve organisational goals and values.</p> |   |

| <b>KEY ACCOUNTABILITIES</b> |   |  |
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| <b>KEY RESULT AREA</b>      | <b>MAJOR ACTIVITIES</b>   | <b>PERFORMANCE INDICATORS</b>  |
| <b>Leadership</b>           | <ul style="list-style-type: none"> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices.</li> <li>• Comply with the Code of Conduct for Victoria Public Sector employees.</li> <li>• Show initiative and be open to opportunities for change while working towards LMW's goals and strategies.</li> <li>• Understand organisational culture, interact with people and approach tasks in a way that delivers a constructive style of culture.</li> <li>• Represent the Corporation in a professional manner at all times.</li> <li>• Participate in team meetings as required, encouraging open and regular communication.</li> <li>• Be well versed in LMW policies with commitment to ensuring they are implemented by self and others.</li> <li>• Preparedness and capacity to undertake further courses of study, annual awareness sessions, and/or identified mandatory professional development programs or training relevant to the position.</li> </ul> | <ul style="list-style-type: none"> <li>• Effective support is provided to the Mechanical Maintenance team and all other LMW teams through participation in KPI's and development plans.</li> <li>• The Mechanical Maintenance Team's goals and objectives will be accurately represented in LMW's Corporate and Water Plans through active and timely collaboration.</li> <li>• Mechanical Maintenance Team strategies demonstrate achievable and realistic quantitative objectives.</li> <li>• Participation in staff engagement sessions to assist the team moving forward in the achievement of strategic goals.</li> <li>• Participation of annual individual performance and development plans in accordance with LMW's talent management framework.</li> </ul> |
| <b>Customer</b>             | <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Mechanical Team members</li> <li>• Customer Teams</li> <li>• Service Delivery and Operations team members</li> <li>• Infrastructure and Planning Team</li> <li>• Human Resources and OHS Teams</li> </ul>  | <ul style="list-style-type: none"> <li>• Provide fair, honest and constructive feedback to all key stakeholders to foster a constructive culture.</li> <li>• Support other staff and undertake training and professional development linked to organisational needs and aligned to performance and</li> </ul>  |

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| <b>KEY RESULT AREA</b>      | <b>MAJOR ACTIVITIES</b>  | <b>PERFORMANCE INDICATORS</b>  |
|                             | <ul style="list-style-type: none"> <li>Stakeholder and Communication Teams</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>Regulatory Bodies (EPE, DHHS, Other Utilities, Cultural Communities)</li> <li>LMW Customers</li> <li>Other Water Corporations</li> <li>Consultants and Contractors</li> </ul>   | <p>development plans and business planning processes.</p> <ul style="list-style-type: none"> <li>Share and consult with other LMW Operators to achieve successful operations.</li> </ul>   |
| <b>Safety</b>               | <ul style="list-style-type: none"> <li>Ensure all works conducted are carried out in a safe and compliant manner.</li> <li>Demonstrate a safety-first culture.</li> <li>Ensure Lower Murray Water provides a safe workplace that is free of harm from bullying, harassment and discrimination.</li> <li>Carry out Risk Assessments and Safe Work Method Statements for tasks and assist in the development of Safe Work Instructions for designated tasks.</li> <li>Participate in organisational surveys to measure the Safety culture and employee engagement levels of the organisation.</li> <li>Maintain tools, equipment and plant in a safe, clean and serviceable condition in accordance with recommended practices.</li> </ul> | <ul style="list-style-type: none"> <li>Work is conducted within the Mechanical Maintenance Team in accordance with LMW Safety Management Systems at all times in a safe and compliant manner.</li> <li>Contribute to the development of the LMW Risk Register.</li> <li>Improvement in GSI team and organisational survey results is achieved annually through the effective participation of recommended actions developed through the Mechanical Maintenance Team.</li> <li>Participation in annual GSI survey.</li> <li>Provide a safe place to work including mentally and physically free from harassment.</li> </ul> |

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| <b>Environment</b>          | <ul style="list-style-type: none"> <li>• Contribute to LMW providing an environmentally friendly workplace.</li> <li>• Demonstrate and comply with the General Environmental Duty (GED) in accordance with Part 3.2 of the EPA Act 2017 by integrating risk management into normal business practice.</li> <li>• Compliance with EPA Act 2017, LMW policies and procedures as required to support best practice.</li> </ul>  | <ul style="list-style-type: none"> <li>• Minimizing the risk of harm to human health or the environment from pollution or waste by minimising those risk, so far as reasonably practicable / resources and delegation.</li> <li>• Use and maintenance of plant, equipment, processes and systems in a manner that minimises risks from pollution and waste.</li> <li>• Use and maintenance of risk management systems.</li> <li>• The handling, storage and transportation of substances in a manner that minimises risk.</li> <li>• Completion of training and transfer of knowledge relevant to upholding the General Environmental Duty.</li> </ul> |
| <b>Efficiency</b>           | <ul style="list-style-type: none"> <li>• Complete planned and unplanned maintenance on all LMW assets.</li> <li>• Accurately fit parts and ability to work with or without drawings.</li> <li>• Assist with the monitoring and checking of irrigation, drainage and sewer pumps at all sites.</li> <li>• Keep records and prepare reports on refurbishment and maintenance of assets.</li> <li>• Assist with the ordering of parts and materials.</li> <li>• Utilise specialist equipment, including precision measuring equipment, welders, gas detectors, oxy-acetylene units and self-contained breathing apparatus.</li> </ul> | <ul style="list-style-type: none"> <li>• Assist in development of improving processes and procedures in consultation with relevant persons.</li> <li>• Involvement in the process of reducing the number of ongoing issues occurring after hours, reducing call-outs.</li> <li>• Positive trends are being shown in the preventative maintenance reports.</li> <li>• Data reporting is being completed as per organisational requirements at a satisfactory level in a timely and accurate manner.</li> </ul>  |

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|                             | <ul style="list-style-type: none"> <li>• Keep up to date with new technology.</li> <li>• Identify and implement innovations and efficiencies in the Mechanical Maintenance Department.</li> <li>• Other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.</li> </ul>         | <ul style="list-style-type: none"> <li>• Efficiencies and innovations that improve Lower Murray Waters cost effectiveness are implemented as per organisational requirements.</li> <li>• Gaps between current and ideal service levels are identified and strategies developed for improvement wherever required.</li> </ul>   |
| <b>Capital</b>              | <ul style="list-style-type: none"> <li>• Assist in the upgrading of mechanical equipment at existing water, wastewater and irrigation pumping stations.</li> <li>• Assist in planning and budgeting.</li> <li>• Ensure procurement requirements and Lower Murray Waters policies and procedures are met.</li> <li>• Assist in asset renewal plan development.</li> <li>• Input into capital design and delivery.</li> </ul> | <ul style="list-style-type: none"> <li>• Fulfilling role in the delivery of projects on time and on budget.</li> <li>• Procurement is undertaken in accordance with the Victorian Public Services Commission guidelines and Lower Murray Waters policies and procedures.</li> <li>• LMW capital works program has been developed in collaboration with other stakeholders and deliverables are clearly articulated so as to guide the deliverables for the Mechanical Maintenance Team.</li> </ul> |

**LEVEL OF AUTHORITY**

Delegation Category **G** as per the current Instrument of Delegation.

**NUMBER OF REPORTS**

Direct Reports: Nil

**SKILLS AND BACKGROUND REQUIREMENTS**

**Formal qualifications:**

**Required:**

- Willingness in working towards Cert III in Engineering (Mechanical Trade).
- Willingness to obtain White Card.

**Leadership:**

- Ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.
- Ability to work independently, solution and results focused, self-directed and operate as part of a large team.

**Customer:**

- Developed interpersonal and communication skills with the capability to work effectively with people across the Corporation.
- Ability to work well in a team, to act with integrity and use initiative as required.
- Well organised approach to tasks, able to maintain performance under adverse situations and deadlines.

**Safety:**

- An understanding of safety management systems and the ability to lead by example to support a safety-first culture.

**Efficiency:**

- Experience achieving agreed performance targets and providing efficient operational and maintenance systems.
- Possess strong problem-solving skills and ability to think critically and analytically.

**Capital:**

- Experience providing input into Capital or Infrastructure strategic plans of a medium to large organisation.

**Compliance Requirements:**

- Current Car Driver's license or .licensed obtained by incumbent within 6 months of turning 18 years of age.
- Compliance with criminal background checks.
- Confirmation of fitness for work.

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Managing Director:

Date:

Signature: