

Position Description

POSITION TITLE: Apprentice - Electrical/Instrumentation and Control	REPORTS TO: Team Leader Electrical Maintenance
Pay Band: Apprentice Wage	
ORGANISATIONAL CONTEXT	
<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>	
PRIMARY OBJECTIVES	
<p>To perform planned and breakdown electrical maintenance duties for Lower Murray Water’s water, wastewater, irrigation, buildings, and perform works on infrastructure upgrades. This position will be available for 24-hour support from time to time and be available for reasonable overtime, 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>Assist with the installation, maintenance and repair of electrical infrastructure under the supervision and direction of an appropriately qualified Electrician.</p> <p>When breakdowns and emergencies occur, staff are required to work reasonable overtime, and to also assist in the operations of infrastructure 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>	

KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> • Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices • Comply with the Code of Conduct for Victoria Public Sector employees • Show initiative and be open to opportunities for change while working towards LMW's goals and strategies • Understand organisational culture, interact with people and approach tasks in a way that delivers a constructive style of culture • Represent the Corporation in a professional manner at all times • Participate in team meetings as required, encouraging open and regular communication • Be well versed in LMW policies with commitment to ensuring they are implemented by self and others • 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 	<ul style="list-style-type: none"> • Effective support is provided to other LMW teams through participation in fault finding with assets • Follow the Electrical Maintenance Team's goals and objectives • Participate in Electrical Maintenance Team strategies development • Participation in staff engagement sessions to assist the team moving forward in the achievement of strategic goals
Customer	<p>Internal:</p> <ul style="list-style-type: none"> • Electrical Team Members • Mechanical Team members • Service Delivery and Operations team members • Plant Operations Teams • Human Resources and OHS Team <p>External:</p> <ul style="list-style-type: none"> • Regulatory Bodies (ESV) • LMW Customers • Electrical Supply Authority • Consultants and Contractors 	<ul style="list-style-type: none"> • Participation of individual performance and development plans in accordance with LMW's talent management framework • Provide fair, honest and constructive feedback to all key stakeholders to foster a constructive culture • Active participation in development through effective assessment of individual and team capabilities and career progression opportunities • Support other staff and undertake training and professional development linked to organisational needs and aligned to performance and development plans and business planning processes

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		<ul style="list-style-type: none"> • Share and consult with other LMW Operators to achieve successful operations
Safety	<ul style="list-style-type: none"> • Ensure all works conducted are carried out in a safe and compliant manner • Demonstrate a safety-first culture • Ensure Lower Murray Water provides a safe workplace that is free of harm from bullying, harassment and discrimination • Carry out Risk Assessments and Safe Work Method Statements for tasks and assist in the development of Safe Work Instructions for designated tasks • Active participation in the Global Safety Index Survey • Maintain tools, equipment and plant in a safe, clean and serviceable condition in accordance with recommended practices 	<ul style="list-style-type: none"> • Work is conducted within the Electrical Maintenance Team in accordance with LMW Safety Management Systems at all times in a safe and compliant manner • Contribute to the development of the LMW Risk Register • Improvement in GSI team and organisational survey results is achieved annually through the effective participation of recommended actions developed through the Electrical Maintenance Team • Participation in annual GSI survey • Provide a safe place to work including mentally and physically free from harassment
Efficiency	<ul style="list-style-type: none"> • Complete planned and unplanned maintenance on all LMW assets • Accurately fit parts and ability to work with or without drawings • Assist qualified staff with the monitoring and checking of irrigation, drainage and sewer pumps at all sites • Keep records and prepare reports on refurbishment and maintenance of assets • Assist with the ordering of parts and materials • Utilise specialist equipment, including precision measuring equipment, welders, gas detectors, oxy-acetylene units and self-contained breathing apparatus • Keep up to date with new technology • Identify and implement innovations and efficiencies in the Mechanical Maintenance Department 	<ul style="list-style-type: none"> • Assist in development of improving processes and procedures in consultation with relevant persons • Involvement in the process of reducing the number of ongoing issues occurring after hours, reducing call-outs • Positive trends are being shown in the preventative maintenance reports • Data reporting is being completed as per organisational requirements at a satisfactory level in a timely and accurate manner • Efficiencies and innovations that improve Lower Murray Waters cost effectiveness are implemented as per organisational requirements • Gaps between current and ideal service levels are identified and strategies developed for improvement wherever required

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	<ul style="list-style-type: none"> • 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 • Assist qualified staff with planned maintenance and operator tasks generated by the Asset Information Management system (AIMS). • Assist qualified staff with breakdown and emergency repairs to irrigation, water and wastewater infrastructure, including treatment plants and pumps, either onsite or at the workshop. • Assist qualified staff in the upgrading of electrical equipment at existing irrigation, water and wastewater pumping stations, treatment plants, etc. • Assist qualified staff to carry out repairs as required, to ensure ongoing and effective operation of the plant. • Assist qualified staff to keep accurate records on operations and activities and to prepare basic reports. • Maintain tools, equipment and plant in a safe, clean and serviceable condition in accordance with recommended practices. • Through the completion of on the job training and formal trade qualifications learn to read, understand and modify electrical drawings. 	
Capital	<ul style="list-style-type: none"> • Assist in the upgrading of electrical equipment at existing water, wastewater and irrigation pumping stations • Assist in planning and budgeting • Ensure procurement requirements and Lower Murray Waters policies and procedures are met • Assist in asset renewal plan development • Input into capital design and delivery 	<ul style="list-style-type: none"> • Fulfilling role in the delivery of projects on time and on budget • Procurement is undertaken in accordance with the Victorian Public Services Commission guidelines and Lower Murray Waters policies and procedures • LMW capital works program has been developed in collaboration with other stakeholders and deliverables are

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		clearly articulated so as to guide the deliverables for the Mechanical Maintenance Team

LEVEL OF AUTHORITY

Delegation Category G as per the current Instrument of Delegation.

NUMBER OF REPORTS

Nil

SKILLS AND BACKGROUND REQUIREMENTS

Formal qualifications:

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Leadership:

- Proven ability to work collaboratively within a multi-disciplined team to achieve organisational objectives.
- Ability to work supervised at most times, 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.
- Demonstrated 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:

- Ability to work in 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:

- Driver's license.
- Compliance with criminal background checks.
- Confirmation of fitness for work.
- Proof of Vaccination in accordance with Chief Health Officer Directions and LMW's Vaccination Policy or a valid medical contraindication.

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

Position holder:

Date:

Signature:

General Manager:

Date:

Signature:

Interim Managing Director:

Date:

Signature: