

## Job Description

### Position: Operations Maintenance Officer

Doc no:	Doc Name:	Review date:	Reviewed by:	Approved by:
HRM020	Operations Maintenance Officer Job Description	14-10-2020	EO, OM and TSM	EO

#### Instruction for Managers

1. Give a copy of Position Description with letter of offer.
2. Copy signed Position Description for the Staff Member.
3. Update the Staff File Manager.
4. Place the signed copy on the staff file.

#### Instruction for Staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.

<b>Purpose of the position</b>	To complete routine and non-routine maintenance, project and operational activities and provide technical advice within Lower Burdekin Water as set out in the position description.
<b>Reporting to</b>	Operational Supervisor
<b>Supervision of</b>	NIL
<b>Liaises with externally</b>	Customers/growers, Suppliers (workshop consumables, quotations) Service Providers (utilities), Outside Consultants, Sub Contractors, General Public
<b>Behaviours Required</b>	<ul style="list-style-type: none"> <li>• Professional and inclusive;</li> <li>• Respectful;</li> <li>• Goal oriented and self-motivated;</li> <li>• Methodical and consistent.</li> <li>• Strong work ethic;</li> <li>• Honest and factual;</li> <li>• Motivated to grow and learn; and</li> <li>• Advocate for change.</li> </ul>

#### 1. Essential Criteria

##### 1.1. Qualifications

- Relevant trade qualifications (Electrician, Fitter and Turner, Boilermaker, Mechanic, etc).
- General construction induction card (white card).
- C class drivers licence.

##### 1.2. Knowledge

- Work Health and Safety systems;
- Hazard identification, risk management and hierarchy of controls;
- Machine failure investigation and root cause analysis;
- Asset renewals and condition assessments;
- Planning, organising and prioritising techniques for busy and diverse work roles.

**1.3. Skills and Experience**

5+ years of experience in at least 3 of the following areas:

- Preventative and proactive maintenance of general machinery and water infrastructure (e.g. pumps, water metres);
- Condition monitoring methodologies and practices;
- Fault identification and problem-solving;
- Communicating with suppliers and purchasing materials and services;
- Direct supervision of sub-contractors and operations and maintenance staff; and
- Superior communication, interpersonal and negotiation;
- Good at time management and prioritisation;
- Sound Microsoft Office suite;

Ability to:

- Multitask and prioritise activities;
- Problem solve and make decisions with consideration of varied stakeholders views;
- Work constructively within a team environment;
- Build professional and constructive relationships with colleagues and other stakeholders;
- rapidly acquire new skills;
- Work autonomously; and
- Influence key stakeholders.

**1.4. Attributes**

Initiative, Self-motivation, Efficient, Reliable, Trustworthy, Respectful, Adaptive, Detail-oriented, Curious, Absolute Integrity, Professional, Tenacious, Willing to Learn.

**2. Preferred Criteria**

**2.1. Qualifications**

- Certificate III in Engineering – Electrotechnology Electrician/Instrumentation and Control/Electronic Trade or similar;
- HR class drivers licence.
- High risk licence – forklift, rigger, dogger; and
- Water meter validation certificate.

**2.2. Knowledge**

Sound level knowledge of:

- Local area and associated industries;
- Heavy machinery operations;
- Water supply and distribution; and
- Stakeholder and Customer satisfaction.

**2.3. Skills and Experience**

2+ years of experience in any of the following areas:

- Water management and distribution;
- Operating excavators and other machinery;
- Civil construction and pump installation;
- Licences and tickets for various equipment (e.g forklift, tractors, excavators, HR class trucks);
- Chemical accreditation;
- Relevant certifications in first aid, OHS, meter reading; and
- Local knowledge of the water authority area and infrastructure.
- Civil construction;
- Project management; and
- Conflict resolution.

**2.4. Attributes**

Future-focused; Locally connected

**3. Key Accountabilities**

**3.1. Workplace Health and safety**

- Identify, assess and control risks in accordance with the requirements set out in the Queensland Work Health and Safety Act and Regulations and company policies and procedures;
- Adhere to Workplace Health and Safety management plans, systems, structures, delegations, procedures and programs;
- Conduct equipment and vehicle inspections, investigate and report incidents as required;
- Actively participate in safety training and toolbox meetings;
- Identify and report operational hazards;
- Complete or assist with completion of relevant WH&S documents;
- Operate machinery and vehicles in a safe manner and within the manufactures specification; and
- Foster a positive safety culture.

**3.2. Machine, Ancillary Equipment and Infrastructure Maintenance**

- Responsible for the planning, completion, reporting and documentation of maintenance activities on all machines, ancillary equipment and infrastructure including:
  - condition inspections, including condition monitoring activities;
  - maintenance intervention work arising from condition inspections and/or condition monitoring activities;
  - schedule preventative maintenance activities;
  - ad-hoc maintenance activities; and
  - breakdown maintenance activities.
- Assist with the planning and organisation of external maintenance service providers where and when required; and
- Assist with the installation and maintenance of water flow meters, water control and delivery infrastructure.

**3.3. Workshop, Buildings and Ancillary Equipment**

- Responsible for the running and general upkeep of the workshops and workshop equipment; and
- Managing the workshop consumables, tools and stock levels.

**3.4. Electrical, Instrumentation, Logic Control, Fabrication, General Construction and Fitting**

- Perform all electrical, instrumentation, logic control, fabrication and fitting activities on machinery, equipment and infrastructure including installation and commission of capital works where required;
- Assist with the planning and organisation of electrical, instrumentation, logic control, fabrication and fitting activities on machinery, equipment and infrastructure including capital works; and
- Assist with the review and selection of new equipment and infrastructure.

**3.5. General Operational Works**

- Adhere to Lower Burdekin Water Policies;
- Assist with general maintenance activities on plant and infrastructure within the distribution system as directed;
- Perform chemical spraying activities where required and directed;
- Assist with the execution of capital works and civil works within the distribution system as directed;

- Operation, control and monitoring of water distribution and aquifer recharge scheme on scheduled weekends in accordance with LBW's weekend rostering program;
- Assist with meter reading processes when required;
- Investigate and resolve customer queries and complaints where appropriate and as required;
- Issuing of purchase orders as required;
- Liaising with suppliers (research correct equipment for the particular applications and follow through and document recommendations);
- Undertake handyman duties in offices, sheds and pump stations;
- Ensuring machinery and vehicles are kept in a clean, tidy, presentable and safe condition; and
- Ensure the work space and distribution system is clean and well maintained; and
- Other miscellaneous duties as assigned to assist in the successful operation of the business.

**3.6. Plant and Machinery Operation (From Time to Time)**

- Completing all machinery prestart checks prior to operation of machines;
- Monitoring, documenting and reporting of machine performance, condition and faults in a timely manner;
- Competently operate all machinery and vehicles in a safe manner and within the manufacturers specification;
- Competently Operate various small tools eg.(pumps, chainsaw, whacker-packer);
- Complete weed removal and channel and crossing maintenance activities on plant and infrastructure within the distribution system;
- Complete construction of sand dams and channels within the Burdekin River and other water courses;
- Ensuring machinery and vehicles are kept in a clean, tidy, presentable and safe condition; and
- Performing cleaning and minor servicing and repairs of machinery.

**3.7. Supervision**

- Ability to undertake and perform higher duties from time to time; and
- Complete necessary training where required to successfully perform higher duties.

I hereby understand the requirements of the job description and position and will fulfil the obligations required of the key accountabilities, tasks, responsibilities and needs of the business.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_