

POSITION DESCRIPTION

Position title	Maintenance Electrician
Section	Electrical Maintenance
Employment type	Ongoing
Classification	Band 5
Location	Wannon Water Service Area
Date Approved	June 2025
Approving Officer	General Manager Assets & Service Delivery

POSITION OBJECTIVES

To ensure the operational reliability of electrical installations associated with Wannon Water, by means of fault finding, preventative maintenance, and asset improvements.

KEY RESPONSIBILITIES & DUTIES

Fault finding and rectification of electrical breakdowns alterations and installation to industrial electrical equipment

To carry out preventative electrical maintenance works

To undertake modifications and improvements to Wannon Water's electrical assets.

To undertake necessary modifications to PLCs/RTUs wiring where required.

To be involved in the upgrading and maintenance of the SCADA radio Telemetry system

To provide electrical support to Mechanical and Operational Teams and support Electrical Team leader when required

To ensure that customers of Wannon Water are given prompt and efficient service in accordance with Wannon Water's policies and guidelines.

Will be compliant with all Wannon Water Occupational Health & Safety policies & procedures at all times.

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ORGANISATIONAL RELATIONSHIPS

Responsible to	Electrical Maintenance Team leader
Responsible for	Nil
External Liaison	Corporation Customers, Statutory Authorities, Contractors, Suppliers

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable to the Electrical Maintenance Team Leader for the effective, safe and efficient performance of all duties and responsibilities.

Works under limited supervision.

JUDGEMENT AND DECISION MAKING

With direction from the Electrical Maintenance Team Leader, has the authority to make autonomous decisions regarding electrical services functions and to provide direction to related teams employees, contractors or the general public

Able to select particular techniques, methods, processes or equipment from a range of available alternatives.

SPECIALIST SKILLS & KNOWLEDGE

Essential

A sound knowledge and understanding of the operation, maintenance and installation of Industrial electrical equipment and systems; including motor control and protection, pump control VSD's & Soft starters, Sensors and Flowmeters

A working knowledge of Acts and Regulations relevant to the electrical industry.

Desirable

Working knowledge of asset and works management data systems
Knowledge and understanding of complex industrial control systems including Instrumentation, PLC's, SCADA telemetry systems including CITECT software, remote telemetry units (RTUs), and radio communication systems.

MANAGEMENT SKILLS

Ability to set priorities and manage time effectively

INTERPERSONAL SKILLS

The incumbent must be able to work both independently and in a team environment to accomplish the given tasks and be able to demonstrate a systematic and thorough approach to achieving results.

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QUALIFICATIONS & EXPERIENCE

Essential

- Registered Victorian A-Grade Electrician with industrial electrical maintenance and installation experience.
- Strong experience in industrial environment and complex electrical control systems

A valid Australian driver's licence is required.

Desirable

- Experience with Telemetry RTUs and Scada Radio telemetry systems (Schneider Electric Australia SCADApacks)
- Certificate of Basic Electronics
- Experienced or formal training in instrumentation.
- Experience with troubleshooting and programming of Allen Bradley PLCs.

INTEGRATED MANAGEMENT SYSTEMS

Wannon Water will plan, establish, implement, maintain, comply with and continually improve an Integrated Management System containing the elements of:

- ISO 55001: Asset management – Management systems – Requirements
- ISO 31000: Risk Management - Requirements
- AS/NZS ISO 9001: Quality management systems - Requirements
- AS/NZS ISO 14001: Environmental management systems - Specification with guidance for use and AS/NZS ISO 14004: Environmental management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 45001: Occupational health and safety management systems – Requirements with guidance for use; and
- HACCP based Drinking Water Quality Management System

Every employee has the right and obligation to continually improve the Integrated Management System by:

- initiating action that prevents deficiencies and
- initiating, recommending and providing solutions to Management.

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OTHER INFORMATION

Values

Wannon Water employees will demonstrate the values of the Victorian Public Sector as described in the Code of Conduct for Victorian Public Sector Employees (Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights) as well as Wannon Water's values:



We are committed to a destination where:

- Our people love working at Wannon Water.
- Our customers consider us great value.
- Our community partnerships help this region flourish.
- We are proud of our business excellence.

Inclusion and Diversity

Wannon Water embraces all forms of diversity and promotes family friendly working hours and leave arrangements to ensure our workforce is representative of the community that we serve.

Minimum Employment Period

All successful applicants will be subject to six month minimum employment period as per the Fair Work Act 2009

Code of Conduct for Victorian Public Sector Employees

The Corporation will require all successful applicants to adhere to the values and principles outlined within the Code of Conduct for Victorian Public Sector Employees.

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Policies and Procedures

All employees will adhere to systems, policies and procedures in relation to the Corporation's activities.

Employees should also adhere to the following principle:

"The employee shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of his or her employment by the Corporation".

Occupational Health & Safety

Wannon Water has developed OH&S policies & Procedures that are designed to meet the requirements of the internationally recognised Australian Standard / New Zealand Standard 4801 (AS/NZS 45001). These standards ensure that all employees are provided with a safe and healthy working environment. Compliance is mandatory.

Equal Employment Opportunity

Wannon Water observes the principles of Equal Employment Opportunity and it is the responsibility of each and every employee of Wannon Water to ensure the workplace is free from discrimination.

Training & Development

Wannon Water and its employees agree that well planned training is important to the success of the organisation. Wannon Water will work with employees to identify areas where the provision of training is required. An annual performance review of each employee will be undertaken by the employee's manager/coordinator in consultation with the employee to identify, plan and implement relevant training and development for the upcoming twelve months.

Wannon Water commits to providing suitable targeted training to equip employees with the necessary skills and competency to undertake their work.

Employee		Manager	
Name	_____	Name	_____
Signature	_____	Signature	_____
Date	_____	Date	_____