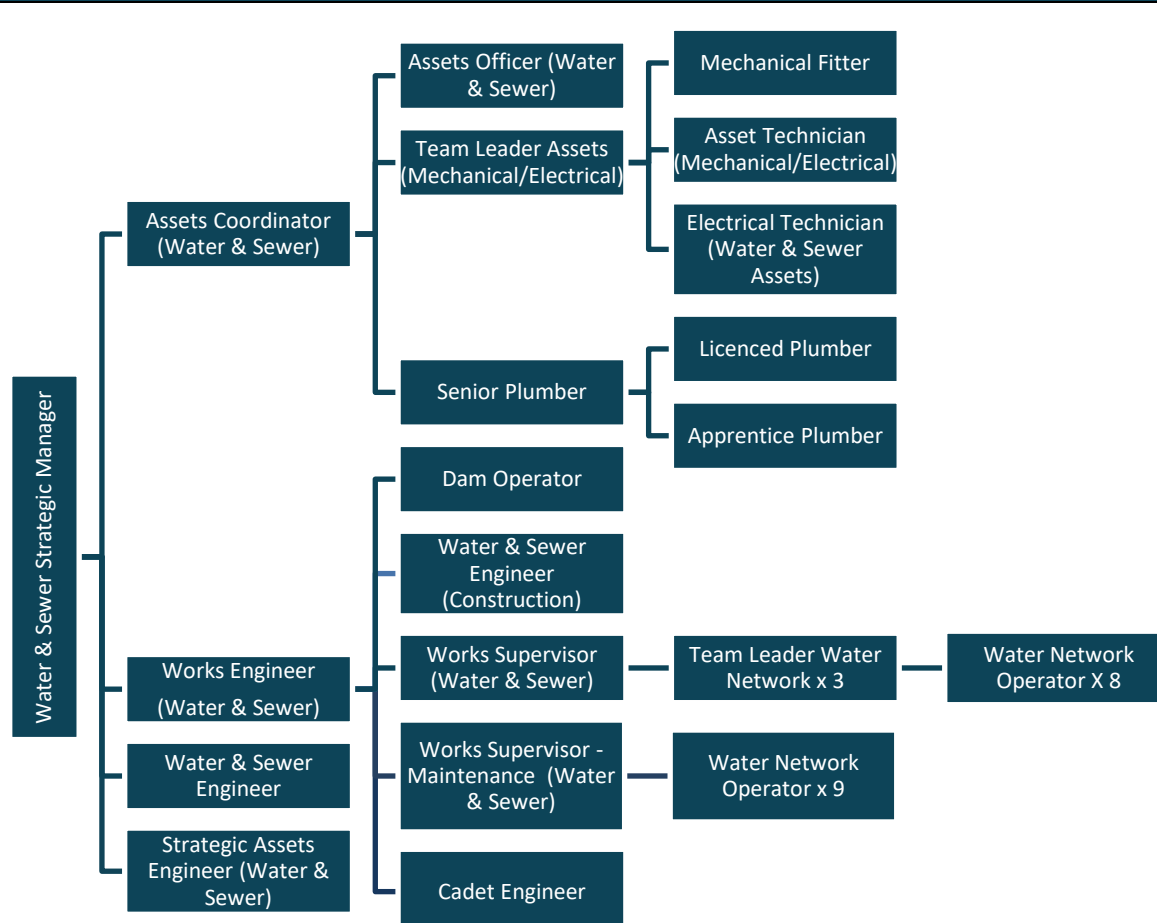


<b>Position Title:</b>	Asset Technician (Mechanical/ Electrical)
<b>Position Number:</b>	5273
<b>Division:</b>	Technical Services
<b>Section:</b>	Water and Sewer
<b>Grade:</b>	4
<b>Delegations:</b>	Attached, and as allocated in the Delegations Register
<b>Position FTE Hours</b>	38

### Primary Purpose

To assist Councils Electrician and Mechanical Fitter with various duties, including new installations, maintenance and breakdowns.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Certificate III Water Operations
- General Induction Construction Card (White Card)
- Current Class C Drivers Licence
- Current First Aid Certificate

Additional qualifications/licences that are applicable to the position and duties may be taken into consideration during the selection process, but may also be obtained during the employment period, which include:

- MR Truck Licence
- Elevated Work Platform Ticket
- Confined Space Qualification

### Skills and Experience

- Demonstrated experience in a similar position
- Knowledge and understanding of electrical, pumps, welding and fitting
- Experience in small plant operation
- Experience in working at heights
- Experience in working in confined spaces
- Ability to meet deadlines and prioritisation of workload
- Demonstrated ability to work and contribute as part of a team
- Good verbal and written communication skills including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Willingness to undertake training in relation to the position
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Support and assist the Team Leader Assets (Mechanical/Electrical) and the Water & Sewer (Mechanical/Electrical team in completing their duties in preventative maintenance, replacement and renewal of water and sewage mechanical and Electrical systems at Council's Water and Sewage Treatment Plant facilities (including water and sewage pump stations, water storage reservoirs, bores and water supply dams).
- Follow direction from the Team Leader/Supervisor
- Work cooperatively with team members
- Operate and maintain various items of plant
- Completion of minor plumbing works
- Assistance with new installation works
- Completion of minor maintenance works
- Assistance with breakdown works
- Assistance with asset inspections
- Operation of small plant and machinery
- Pickup and delivery of materials

- Complete purchasing requisitions
- Update Maintenance Management System (MMS) and data collection related to assets at all water and sewer sites.
- Undertake weekly programmed asset inspections for all water and sewer sites and enter data into Authority
- Assist with water and sewer asset re-valuations
- Well-developed computer literacy skills in the use of a variety of computer software packages
- Ability to work unsupervised.
- Be able to work in the sewer environment, removing pumps, motors etc.
- Arrange 6 monthly tool tagging inspections at the Water and Sewer Treatment Plants.
- Ensure all works are completed in a timely manner, and to an acceptable standard
- Keep records, prepare timesheets and provide reports as required.
- Maintain high levels of customer service to both internal and external stakeholders
- Undertake tasks in accordance with site specific WHS requirements such as SWMS, PPE, confined space, toolbox, electrical tagging and hygiene procedures
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership - Demonstrates "Achieves it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>Undertakes work with care and concern for results achieved</li> <li>Demonstrates ownership through language and behaviour</li> <li>Speaks up when errors made</li> <li>Able to get work completed to the required standard</li> </ul>
	<b>Team Work - Demonstrates "Achieves it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences, perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
Relationships	<b>Customer Focus - Demonstrates "Achieves it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and need</li> </ul>
Results	<b>Plan and Prioritise - Foundational "Does it"</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i> <ul style="list-style-type: none"> <li>Understands team objectives and own contribution</li> <li>Plans and organises own work tasks</li> <li>Asks when unsure about the relative priority of allocated tasks</li> <li>Manages time appropriately and re-prioritises as required</li> <li>Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
Technical	<b>Health, Safety and Environment - Demonstrates "Achieves it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>Takes responsibility for working safely, rather than relying on rules and policies</li> <li>Speaks up when something is unsafe</li> <li>Corrects safety hazards when identified</li> <li>Always follows safety procedures</li> <li>Reports health, safety and environmental issues and problems</li> </ul>
	<b>Assets and Equipment - Demonstrates "Achieves it"</b> <i>Use, allocate and maintain work tools appropriately and manage Council assets and equipment responsibly</i> <ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

### Key Values and Behaviours

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's key values and behaviours are listed below:

- Leadership – leads by example, inspiring and motivating via constructive feedback and recognition
- High Performance – encourages high performance by coaching, developing and managing people effectively
- Integrity and Respect – is honest and trustworthy, behaving ethically and transparently
- Ownership - takes responsibility for actions and accepts accountability
- Engagement - has positive working relationships with others and works as part of a team
- High Performance - pursues performance excellence and continually looks for improvement
- Customer Focus - demonstrates a customer centric approach towards internal and/or external customers
- Safety - works safely, in accordance with Council's Work Health and Safety policy and procedures
- Diversity - Champion a diverse and inclusive workplace

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.

- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signed by Employee</b>	
<b>Date Signed</b>	