

Position Description

Title: Maintenance Engineer (Position 177)	Award Classification: Band 3 Level 3
Department: Water and Sewer	Salary Classification: Grade 6
Tenure: Permanent Full Time	FTE: 1

Context:

The Maintenance Engineer operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

Working within the Operations Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Water and Sewer team, including other Coordinators, Managers and Directors, to make sure that water and sewer opportunities and concerns are raised at the right time for sound decision-making by Council.

Role Purpose:

The primary purpose of this role is to lead and work with team of mechanical, electrical and instrumentation & SCADA technicians to plan and coordinate the implementation of the renewal, upgrade and maintenance activities and manage operational and minor capital projects to agreed scopes, specifications and applicable standards that are associated with water and sewer treatment and transfer infrastructure.

Key Accountabilities:

1. Coordinate the following integrated, coherent, customer-focused services:
 - Ensure reliable operation and maintenance of electrical, mechanical, instrumentation and process control monitoring system (SCADA) asset, including optimisation, testing, monitoring and system improvements.
 - Develop and deliver planned program for preventative asset maintenance, repairs and replace/refurbish/upgrade of mechanical, electrical, instrumentation and SCADA asset as per the Asset Management Plan (AMP) and to suit system development.
 - Provide procurement support and contract management.
 - Use and enhance Council's current asset maintenance software (MEX), find and implement opportunities for continuous improvement.

- Contribute to developing and supporting infrastructure, supply, quality management and business planning.
 - Ensure suitable equipment, working practices and staff resources are in place to manage the risk to water and wastewater supply services.
 - Be available to participate in out of hour's incident program as directed by adopted business procedures and practices so business risk is managed appropriately.
 - Use and capitalise on Council's current asset maintenance software (MEX) and find and implement opportunities for continuous improvement.
2. Ensure Kempsey Shire Council consistently provides responsive Water and Sewer services by:
- Ensure that all water and wastewater facilities are operated, repaired and maintained efficiently and effectively in a reliable manner to comply with Council's Drinking Water Quality Management System, permit conditions, and legislations.
 - Ensure breakdowns are resolved promptly providing continuity of treatment and transfer functions.
 - Ensure electro/mechanical equipment failures are pre-empted and planned responses provided.
 - Constantly reviewing and making changes to services against identified and changing needs of the organisation and the community.
 - Ensure plant and equipment design, renewals and upgrades meet industry best practices, project timeline and budget.
 - Explore for opportunities to improve and use of emerging technologies in water and sewer system.
3. Support Kempsey Shire Council as a high-performance organisation by:
- Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
 - Implementing and managing individual performance that flows from organisational goals and priorities.
 - Identifying technical and leadership needs and developing solutions to mediate organisational gaps.
 - Contributing to Council's strategic and corporate planning for meeting the community's needs now and into the future.
 - Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
 - Management and implementation of Workplace, Health and Safety policy and procedures to satisfy legislative requirements applicable to Water and Sewer.
 - Ensure regular monitoring of Health and Safety performance in the position's responsibility.

4. Support leaders across Council to appropriately apply Water and Sewer policies, practices and standards by:
 - Ensure accurate advice is provided by Trades Services to Asset Managers on equipment condition with respect to expected service life.
 - Work with performance requirements provided by customers and recommend fit for purpose solutions.
 - Leading and contributing to establish KSC’s standards and specifications and requirements for electromechanical, instrumentation and SCADA assets.
 - Consistently communicating the value, benefits and opportunities created by the work of the Trades Services team.
 - Monitoring, reviewing and recommending improvements to processes and policies based on the needs of internal and external customers as well as legislation.
 - Providing specialist, authoritative and consultative advice on complex water and sewer matters.
 - Liaising with other governmental, statutory, industry and other organisations to facilitate compliance and best practice.
5. Provide leadership and management to the Trade Services group through:
 - Mentoring, support and development of the team leaders within the Group.
 - Monitoring and managing of the teams’ performance within the Group.
 - Ensuring that all staff have clearly defined responsibilities, objectives and performance criteria covering their positions.
 - Ensure decisions and new processes are properly communicated to staff.
 - Ensure staff are involved in decision-making processes when appropriate.
 - Effective budgetary management.
6. Perform other reasonable duties as directed by the Manager Water and Sewer or their delegate.

Core Competencies:

- Tertiary qualification in Electrical/Mechanical Engineering or related field
- Experience in working with water and waste water infrastructure – preferably in a water utility
- Strong team work approach
- Exceptional project management, organisation and time management skills
- Demonstrated ability to effectively lead, manage, supervise and influence staff
- Superior communication skills, both verbal and written, with a customer service focus
- Sound facilitation, conflict management, negotiation and problem-solving skills
- Maintain and hold a current drivers licence
- Hold a NSW WorkCover Construction Induction Card



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Supervision Received:

This role reports to the Manager Water and Sewer.

Supervision Exercised:

The following roles report to the Maintenance Engineer:

- Team Leader Mechanical
- Team Leader Electrical
- Team Leader Telemetry

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date