

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title	Asset Custodian
Business or Service Unit	System Operation & Asset Maintenance
Position Manager	Maintenance Team Leader
Position Location	Various

2. POSITION PURPOSE

Deliver day to day maintenance and service activities for water infrastructure assets and river systems. Carry out dam surveillance and operational needs of assets to provide river flows and take part in site-based emergency and flood management activities and put safety first.

3. KEY ACCOUNTABILITIES

- (1) Ensure all activities are undertaken with the safety of people as the number one priority and at all times role model safe behaviour.
- (2) Undertake scheduled maintenance, asset inspection, dam surveillance, obtaining water samples and miscellaneous site activities to maintain and operate an effective water storage asset.
- (3) Supervise/lead maintenance staff and contractors in the delivery of maintenance activities as required.
- (4) Complete condition assessment of the site and structures, capture and escalate changes from previous inspections as required.
- (5) Ensure the accurate capture, storage, update and review of data required for the maintenance management system.
- (6) Manage the dam site in flood and emergency situations to meet emergency policies and procedures and under direction of the nominated emergency leader.
- (7) Operate valves, intake structures, gates and piped/pumped and treated systems to deliver the right quantity and quality of water to customers and mitigate floods.
- (8) Ensure accurate documentation and reporting on maintenance and services delivery to effectively communicate operational issues, hazards, non-conformances, WHS and environmental matters.

4. SIGNIFICANT EXTERNAL RELATIONSHIPS FOR WHICH THIS POSITION IS THE PRIMARY CONTACT

- Nil

5. **AUTHORITY LIMITS**

- As per *Standing Delegations* instrument from time to time.

RECRUITMENT GUIDE: ASSET CUSTODIAN

1. KEY COMPETENCIES

Individual Contributor	Team Leader	Manager	Executive
Decision Making Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.	Decision Making Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.	Strategic Decision Making Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.	Establishing Strategic Direction Establishing and committing to a long-term business direction based on an analysis of systemic information and consideration of resources, market drivers, and organizational values.
	Developing Others Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.	Coaching Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.	Coaching and Developing Others Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.
Active Learning Demonstrating zeal for new information, knowledge, and experiences; regularly seeking and capitalizing on learning opportunities; quickly assimilating and applying new information.	Selecting Talent Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.	Selecting Talent Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.	Building Organisational Talent Establishing systems and processes to attract, develop, engage, and retain talented individuals; creating a work environment where people can realize their full potential, thus allowing the organization to meet current and future business challenges.
Personal Growth Orientation Actively pursuing development experiences to improve interpersonal and business impact.			
	Delegating responsibility Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.	Delegating Responsibility Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.	Empowerment and Delegation Sharing authority and responsibilities with others to move decision making and accountability downward through the organization, enable individuals to stretch their capabilities, and accomplish the business unit's strategic priorities.
	Leading Through Vision and Values Keeping the organization's vision and values at the forefront of associate decision making and action.	Selling the Vision Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.	Selling the Vision Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.
Work Standards Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.	Driving for Results Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.	Driving for Results Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.	Passion for Results Driving high standards for individual, team, and organizational accomplishment; tenaciously working to meet or exceed challenging goals; deriving satisfaction from goal achievement and continuous improvement.
Managing work Effectively managing one's time and resources to ensure that work is completed efficiently.	Planning and Organising Establishing courses of action for self and others to ensure that work is completed efficiently.	Driving Execution Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.	Driving Execution Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Adaptability Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.	Facilitating Change Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.	Leading Change Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.	Leading Change Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.

2. MANDATORY KNOWLEDGE AND QUALIFICATION REQUIREMENTS

- Current NSW driver's licence.
- Boat license where water operations are required.

3. MANDATORY EXPERIENCE

- Ability to implement safety and emergency plans and procedures.
- Demonstrated expertise in the operation and maintenance of water infrastructure and other related services in accordance with approved procedures, standards and protocols and ability to identify and rectify process deviations.
- Demonstrated experience in the implementation of WHS systems including site inductions, preparation of SWMS and risk assessments.
- Demonstrated effective communications skills and ability to work with staff at all levels.

4. EXPERIENCE THAT WILL BE VIEWED FAVOURABLY BUT IS NOT MANDATORY

- Certificate IV in Water Operations.
- Understanding and experience in operation of dam storages and associated works.
- Demonstrated success in managing emergency situations.
- Successful application of a variety of maintenance skills.
- Understanding of or ability to learn dam construction and dam characteristics, hydrological processes, natural resource management aims and stakeholder expectations.

5. KEY CHALLENGES

- Understand, accept and implement new technology and changing work practices to continuously improve product delivery.
- Requirement to work independently at dam and river sites.