



# Position Description

<b>Position title:</b>	Maintenance Services Officer
<b>Reports to:</b>	Manager Maintenance Services and Quality Assurance
<b>Business unit:</b>	Network Services
<b>Employment category:</b>	Award (Pay Point 14-18)

## About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.9 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

## About the Network Services team you'll be part of

Network Services is a 24x7 operation, constructing and maintaining electrical infrastructure and responding to faults and emergencies throughout the CitiPower and Powercor electricity distribution networks. The team is responsible for design, project management, workforce management, field construction and supply chain and logistics management. Functional teams include network control and operations, major projects, maintenance, field services, design and customer programs and works delivery management.

## Our core values



Live  
safely



Improve  
our business



Be customer  
and community  
minded



Be the best  
you can be



Succeed  
together

# Purpose of the position

This role is responsible to ensure the optimisation of maintenance issued as a result of primary asset inspection programs as well as miscellaneous reports from other sources.

## Your key responsibilities

### Optimise Maintenance Notifications

- Review, validate, scope and package notifications raised through the cyclic inspection program in line with asset management policy and strategies.
- Review and manage notifications from non-asset inspection reports.
- Determine works to be issued in accordance with Electricity Network guidelines considering policy, asset performance, associated projects.
- Identify and issue sites requiring specialist design to design group and resolve non specialist design technical issues.

### Scope and Issue Maintenance Works

- Optimise works for PM order.
- Prepare material list and estimate for non-design sites.
- Establish target date for sites if other than default policy date is appropriate.
- Review, scope and issue works from miscellaneous maintenance reporting (e.g., FFU, MMR, E&E).
- Work issue other business initiated maintenance programs.

### Audit Quality and Compliance

- Undertake audits of the maintenance process to ensure compliance to policy, procedures and data integrity.

### Stakeholder Management

- Interface with Design and Electricity Networks on policy interpretation, direction, development and feedback.
- Provide advice and promote asset maintenance activities to internal and external business units.

## What you'll bring to the business

### Education / Qualifications:

- Diploma of ESI – Power Systems

## **Knowledge:**

- The position needs a detailed knowledge of the electricity distribution networks including basic design, construction and operation of lines assets.
- Awareness of Reliability Centred Maintenance and asset condition assessment techniques .
- Sound knowledge of Maintenance policies and procedures as well as Asset Inspection policies and processes.
- Awareness of safety and environmental regulation.
- SAP and other project/program management, estimating or management tools are required .

## **Experience:**

- Prior experience as a technical/design officer, line worker or asset inspector is desirable.
- Experience with overhead distribution assets.

# The skills and competencies you'll have

## 'Thought' competencies

1. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
2. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders
3. Customer focus: Building strong customer relationships and delivering customer-centric solutions

## 'Result' competencies

1. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
2. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
3. Competency number three

## 'People' competencies

1. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
2. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
3. Competency number three

## 'Self' competencies

1. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
2. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations
3. Competency number three

## Other relevant information

- Travel to other work locations / sites may be required