



# Position Description

<b>Position title:</b>	Electrical Plant Maintenance Officer
<b>Reports to:</b>	Manager, Electrical Plant Maintenance
<b>Business unit:</b>	Network Services
<b>Employment category:</b>	Contract (Employment Agreement) or Enterprise Agreement 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

To provide key technical field expertise and knowledge to assist in coordinating the delivery of the electrical plant maintenance program within PAL and CP zone and distribution substations, including Regulators, ACR's and other related distribution plant and equipment. This involves the creation, issue and subsequent technical evaluation and closeout of all routine, fault and defect job files.

Responsibilities also include taking a lead role and/or providing technical assistance to field staff during fault and defect investigations; effectively managing the Priority Defects policy outworkings; and collating all maintenance data for program performance reporting.

This position is a key member of the Electrical Plant Maintenance team and is expected to assist and add value to process improvement as well as liaising with and managing key stakeholder groups such as Operations / Asset Management / Project Managers / EP&T to ensure all relevant reliability, technical, OH&S and statutory information and requirements are incorporated into job scoping, reporting and feedback to the various groups.

## Your key responsibilities

### Works Program Delivery

- Technical evaluation, prioritisation (as required) and responsibility for initiating and monitoring work status and target date achievement for routine primary plant and secondary systems maintenance.
- Effectively monitoring all maintenance (Routine, defect and breakdown) activities
- Provide support (data and/or technical expertise) to all key stakeholders during works scoping, system faults or investigations related to Terminal/Zone Substations and distribution plant and equipment.
- Adopts risk-based decisions in supporting maintenance activities and completes risk assessments to prioritise maintenance tasks.
- Evaluate and prioritise thermography and corona defects and other plant and secondary equipment defects.

### Data Validation, Management & Reporting

- Management and timely input into SAP of Primary and Secondary maintenance data, including faults and defects information
- Equipment and functional location creation / update SAP data base post equipment replacement and network augmentation projects, cost monitoring and control, accurate reporting and forecasting
- Prepare and report to key stakeholders on program performance and status as required; or at a minimum on a monthly basis
- Validate and maintain large volumes of maintenance data
- Assess results and update SAP, including any follow-up work required based on plant condition reports and field testing data

### Innovation and Continuous Improvement

- Identify and provide recommendations for process improvements and potential opportunities to add value to the plant maintenance delivery program and to the business
- Actively support and gain employee engagement in new or modified processes and systems
- Maintain and update technical skills and knowledge of technology developments, works practices & procedures, and operational and statutory requirements (relating predominantly to primary and secondary equipment)

- Assist with the development of new and innovative policies, maintenance instructions or test procedures by applying technical expertise and experience

## **Stakeholder Management & Communication**

- Provide technical support to; and liaise with key stakeholders to modify, update or risk assess delivery outcomes
- Proactively provide technical feedback to plant engineers or other key stakeholders around plant condition and maintenance
- Negotiate with key stakeholders modified processes, methodologies or timeframes to achieve desired outcomes.
- Develop and maintain strong internal key stakeholder networks to review and improve program delivery
- Proactively propose strategies to improve team or individual performance
- Contribute to regular reporting and information forums to review work programs, maintenance methods and project progress
- Provide information to assist with the development and preparation of maintenance work budgets

# What you'll bring to the business

## Education / Qualifications:

- Advanced Diploma of ESI - Power Systems; Power Systems Electrician / Fitter qualification

## Knowledge:

- Ability to interpret and effectively apply Standard Work Practices and Maintenance Instructions particularly as they apply to primary and secondary system activities for plant and equipment up to and including 220kV.
- Working knowledge of CitiPower / Powercor plant related Policies and Technical Standards
- Working knowledge of the primary plant and the electricity transmission and distribution networks (including design principles)
- Knowledge of the regulatory drivers, business targets and the key interfaces that impact upon the operation of the CitiPower / Powercor network
- Understanding of the associated operational requirements of the Electrical Distribution Network and familiarity with the Transmission system
- Demonstrate initiative and lateral thinking in resolving issues and problems
- Well-developed communication and interpersonal skills to interact effectively
- Demonstrated attention to detail

## Experience:

- Substantial experience in electrical plant maintenance, testing or construction of Terminal/Zone and distribution substation plant.
- Delivery experience in Maintenance, Construction or Commissioning of electrical plant assets.
- Exposure to project management methods, tools and techniques
- Working knowledge of SAP and Microsoft Office programs

# The skills and competencies you'll have

## 'Thought' competencies

1. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders
2. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
3. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems

## 'Result' competencies

1. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals
2. Resourcefulness: Securing and deploying resources effectively and efficiently
3. Directs work: Providing direction, delegating, and removing obstacles to get work done

## '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. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation

## 'Self' competencies

1. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
2. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
3. Instils trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity

## Other relevant information

- A pre-employment medical / physical assessment may be required
- Availability duty may be required
- Travel to other work locations / sites may be required