

Position Description

Position title:	Technical Officer Drafting
Reports to:	Team Leader Spatial
Business unit:	Network Services
Employment category:	Enterprise Agreement – Technical Grade 4

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.3 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 for the provision of the full range of drafting services for zone substation, overhead and underground distribution, sub-transmission, and optic fibre design projects for the internal and external Powercor Network Services clients.

Furthermore, this position will be responsible for the updating and provision of GIS, survey and asset recording information as required as well as the management of project related documents within the document management system.

Your key responsibilities

Provide a full range of drafting services

- Prepare simple and complex plans of new designs and maintain system records in accordance with appropriate standards and customer requirements.
- Maintain the Geographical Information System in accordance with customer requirements and timeframes.
- Use the latest AutoCAD and GIS packages to enable customer drawing requirements to be met.

Provide basic technical and design support services

- Assist in the design and the planning of minor and major overhead, underground, distribution substations primary and / secondary station with line extensions and / augmentations to agreed timeframes, nominated design specifications, and in accordance with the relevant technical manuals, OH&S Act, 'Safety in Design' guidelines and customer requirements.
- Undertake minor surveying activities to agreed timeframes, nominated design specifications, and in accordance with the relevant technical manuals, OH&S Act, 'Safety in Design' guidelines and customer requirements.

Innovation and Continuous Improvement

- Assist in the design and the planning of minor and major overhead, underground, distribution substations primary and / secondary station with line extensions and / augmentations to agreed timeframes, nominated design specifications, and in accordance with the relevant technical manuals, OH&S Act, 'Safety in Design' guidelines and customer requirements.
- Undertake minor surveying activities to agreed timeframes, nominated design specifications, and in accordance with the relevant technical manuals, OH&S Act, 'Safety in Design' guidelines and customer requirements.

What you'll bring to the business

Education / Qualifications:

- Engineering or Building drafting or GIS/mapping certificate or equivalent tertiary-based qualification with knowledge and experience in AutoCAD systems

Knowledge:

- Fundamental knowledge of electricity distribution network assets
- A detailed knowledge of AutoCAD Systems and related systems such as Drawing Management Systems

The skills and competencies you'll have

'Thought' competencies

1. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. Tech savvy: Anticipating and adopting innovations in business-building digital and technology solutions
3. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders

'Result' competencies

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals
3. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

'People' competencies

1. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

'Self' competencies

1. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
2. Instils trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity
3. Self-development: Actively seeking new ways to grow and be challenged using both formal and informal development channels

Other relevant information

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