

POSITION DESCRIPTION

POSITION TITLE	Multi Skilled Storage Operator
CLASSIFICATION	SRW Enterprise Agreement Water Services Band B plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Asset Futures
ENGAGEMENT	Full Time Ongoing
LOCATION	Various Headworks locations
REPORTING LINES	Reports to: Headworks Supervisor Direct Reports: Nil
DELEGATIONS	This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water's Instrument of Delegation and as set by: • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

Southern Rural Water manages seven large dams and seven small weirs across southern Victoria. These assets play a vital role in the provision of services to SRWs customers, including the supply of water for agriculture and power generation. The role played by Blue Rock Lake and Lake Narracan in Victoria's power generation means that the reservoirs are classified as "Vital Critical Infrastructure" under Part 7A of Victoria's emergency management legislation.

The headworks assets are required to be managed in according the Statement of Obligations (SOO) issued to the Water Corporations by the Minister for Water under Part 1A of the Water Act 1994. In particular the Headworks group plays an important part in SRWs dam safety program by implementing the dam safety monitoring and surveillance program for each dam and having regard to the Australian National Committee on Large Dams (ANCOLD) guidelines.

The multi-skilled storage operators are expected to play an important part in responding to incidents at SRW's headworks sites, particularly, the routing of floods through the assets.

POSITION SPECIFIC RESPONSIBILITIES

The Multi Skilled Storage Operator (MSSO) will work with other members of the team and also autonomously when completing regular duties:

- Maintain the safe operation and management of all SRW Headwork structures. This will include knowledge of and operation of the various gated structures, inlet and outlet valves, SCADA and other power and control systems.
- Undertake visual inspections and monitoring of dam assets as set out in SRW's Visual Inspection Regime.
- As the dams are critical assets, the headworks group needs to be able to respond to issues at all times. Therefore, the multi-skilled storage operator is required to participate in a duty roster for a set number of weekends each year. There will also be a requirement for standby duties to cover out of work hours. This may involve answering calls, responding to enquiries regarding the headworks assets, responding to alarms, set critical water flows and report emergency trigger points.
- Operate assets in accordance with SRW's operational procedures, guidelines and other directives.
- Participate in incident management, including flood routing, at any SRW structure. This will include operating assets as directed and as per the procedures set out in SRW's Storages Flood Plans, Dam Safety Plans and the Corporate Incident Management Plan.
- Regulate water distribution to assist customers.
- Complete maintenance tasks in line with set programs and procedures for gated and fixed crest structures.
- Report and diagnose plant condition through routine maintenance activities.
- Recommend improvements to current maintenance procedures.
- Monitor and report compliance breaches against SRW's recreational by-laws.
- Work safely and meet all occupational health and safety requirements.

MSSO COMMUNICATION WHILE ON DUTY

SRW will provide means for communication for the MSSO being supplied with a mobile phone diverted to the individuals mobile phone when rostered on. It's the MSSO responsibility to change the phone to their own.

ROSTER REQUIREMENTS

The MSSO is required to fulfill the following roster arrangements:

- Availability to operate on a set roster working over a 24hour, 7 days per week, 365 days per year.
- When on roster, MSSO is to remain contactable and available.
- Remuneration will be in line with rostering arrangements and provisions as specified in the current SRW Enterprise Agreement.
- Required to work with limited direction when on duty and standby.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, service levels and other targets.

- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the organisations records management policy and adherence to the organisations written style.
- A SRW vehicle will be made available as required for operational activities.

SCHEDULING RESPONSIBILITIES

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, in the event that a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to, SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor.
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Professionally and confidently deal with customers and the public on by- law issues, relating to the Water Act 1989.
- At times, coordinate contractors to complete tasks.
- Operate and repair general mechanical equipment.
- Undertake landscaping duties, such as mowing and spraying.
- Possess well-developed communication and problem-solving skills.
- Always comply with processes and policies.
- Be self-motivated and consistently display our trademark behaviours.

QUALIFICATIONS

- A trade qualification, mechanical skills and/or a certificate in Water Resource Management would be an advantage.
- SRW will provide the specialised training required for this specific role including (but not limited to) Dam Safety training and Flood routing.
- Coxswain Licence may be required (dependant on the requirements of each site where employees hold the responsibility of watercraft operations).
- Competent in the use of the Microsoft suite of products.

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.

SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICIES

All SRW staff are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpsc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	July 2023
APPROVED BY	General Manager Asset Futures