

JOB PROFILE FORM

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Electrical Project Officer

Team: Mechanical and Electrical Projects

Division: Asset Delivery

Group: Asset Services

Reports to (Role Title): Manager – Mechanical and Electrical Projects

Number of Direct Reports: 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

As part of the Mechanical and Electrical Projects team you will work directly with YVW's capital works delivery project managers and partners to facilitate the successful design, testing, commissioning and integration of new or upgraded electrical assets into the operating network.

Responsibilities:

Working closely with the relevant Operations teams and Asset Delivery project managers to ensure all new assets are fit for purpose, meet YVW standards, industry asset standards and functional objectives with all appropriate systems in place to safely operate and maintain the asset.

Tender phase tasks:

- Provide subject matter expertise to tender evaluation committee (at the request of the tender evaluation chair) to assist with understanding of the tenderer's approach to testing, commissioning, and integration/cutover into operation of the project works.

Design phase tasks:

- Undertake electrical, instrument and control design reviews focusing on implementations of lessons learned, constructability and adherence to YVW standards, codes of practice and AS/NZS standards are applied (does not include full technical review and code compliance of all designs – designer retains accountability).
- Provide feedback on Preliminary (30% and 70%) design as well as Issued for Construction design.
- Assist the PM and provide comments and proposed scope changes that may impact the design, operation, and maintenance of the electrical assets.
- Ensure designs capture all functional, operational and control requirements as defined by the project scope and Functional Design Report.

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- Participation in risk assessment exercises e.g. safety in design, machine safety, and HAZOP reviews as required.
- Advice on ITP, ITR, Cutover, Commissioning and Decommissioning planning in design phase.
- By the request of the project manager assist in responding to electrical, instrument and control RFI responses.
- Ensure consistency of approach to electrical elements across various projects and teams within asset delivery.

Delivery phase tasks: (Construction, Pre-Commissioning and Commissioning)

- Attend and witness Factory Acceptance Testing (FAT) and Site Acceptance Testing (SAT) conducted by contractors in both factory and site environments, ensuring all activities align with FAT/SAT documentation provided by contractor, functional specifications, detailed designs, and relevant Australian Standards.
- Along with other stakeholders including SCADA and Ops, Lead the FAT and SAT phases for projects where the control has been developed internally.
- Develop Punch List items for FAT and SAT activities to be passed onto project manager for action. Punchlist template in Appendix B to be used to compile punch list items.
- Site inspections and checks when required and highlighted by the Project Manager.
- Assist the PM to conduct a site walkthrough to validate and accept As Constructed drawings provided by contractor once installation works are completed.
- Assist the PM and provide comments and proposed scope changes that may impact the design, operation, and maintenance of the electrical assets.
- Review the following QA documentation submitted by the contractor:
 - FAT (Functional Acceptance Tests) Reports.
 - SAT (Site Acceptance Tests) Reports.
 - Pre-commissioning checklist.
 - Cutover Plan documentation.
 - Commissioning Plan documentation.
 - Decommissioning Plan documentation.
- Participate in progress meetings as required if required by project manager. Projects may require varying extents of attendance.
- By the request of the project manager assist in responding to electrical, instrument and control RFI responses.
- Assist the project manager and project operator with the handover of a new or upgraded asset and integration of the asset into the network.

Handover and Asset Acceptance phase tasks:

- Assist the project manager in closing out all punch list issues highlighted, in the agreed time, as part of the Handover & Close Out phase of the project to allow for a smooth handover to other YVW stakeholders.
- Assist the project manager in populating or reviewing the Maximo Spreadsheet for new assets and decommissioning existing assets.
- Complete site walkthrough to validate/accept As Constructed electrical drawings provided by contractor.

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- Assist project manager with training arrangements for operations and maintenance partners if required.
- Review of Operation Reference Manual (ORM) and Maintenance Manual drafted by contractor as required.
- Participate in project Post Implementation Review (PIR) workshop coordinated by the Project Manager if required.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

| Skill/ Experience | Level of Skill/ Experience i.e. Basic / intermediate/ Advanced | Years of Experience |
|---|---|---------------------|
| Extensive knowledge, experience and demonstrated competency in Quality Assurance principles, standards and applied practices. | Advanced | Not specified |
| Extensive knowledge, experience and demonstrated competency in commissioning water, recycled water, sewerage and sewerage treatment plants | Intermediate/Advanced | Not specified |
| Extensive knowledge, experience and demonstrated competency in managing, maintaining and operating a water, recycled water, sewerage networks or sewage treatment plant. | Basic/Intermediate | Not specified |
| Extensive knowledge, experience and demonstrated competency in providing innovative engineering solutions to water, recycled water, sewerage or treatment plant integration problems. | Intermediate/Advanced | Not specified |
| High level of verbal, written, negotiation and numeric reasoning skills. | Intermediate | Not specified |
| Demonstrated achievement in the use and adaptation of IT systems to improve efficiency of program and asset management. | Basic/Intermediate | Not specified |
| General knowledge of Construction and Maintenance Contracts, including contractual obligations, performance standards, and technical and safety requirements. | Intermediate | Not specified |
| Knowledge, experience and demonstrated competency in data collection methods and analysis. | Basic/Intermediate | Not specified |
| Excellent working knowledge of the companies' Asset Management Framework (AMF), including the core supporting IT systems: Asset Infrastructure Management Systems (Maximo), Supervisory and | Intermediate | Not specified |

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| Control and Data Acquisition (SCADA) Systems, drawing management system (Redeye) and the GIS | | |
| Ability to establish, maintain and develop strong working relationships with customers and stakeholders | Advanced | Not specified |

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

| | Mandatory/ Highly Desirable/ Suggested? | Method of Training (e.g. certificate, ticket, observation, on-the-job etc....) | Renewal Required (Y/N/Unsure) | Renewal Frequency (e.g. Never, 1 year, 5 years etc....) |
|--|--|--|---|--|
| Qualifications / Certificates | | | | |
| A qualification in Engineering or Technician Cert III in a relevant water industry field | Highly Desirable | External Course | No | Not specified |
| Construction Industry Induction Card OHS Induction Card (White card) | Mandatory | Certificate | Not specified | Not specified |
| Confined Space Awareness | Highly desired | External Course | No | |
| Falling from Heights | Highly desired | External Course | No | |
| Environmental Management | Highly desired | External Course | No | |
| Traffic Management | Highly desired | External Course | No | |
| HACCP – Drinking Water Training | Desired | Internal Course | No | |

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

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| Personal Attributes | <ul style="list-style-type: none"> • Strong attention to detail • High analytical skills • Strong stakeholder management and relationship focused. • Delivery and outcome focused • Constructive and positive approach • Adaptable and flexible • Deep Listening skills and Collaborative team player |
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3D. WHAT ARE THE KEY PHYSICAL, PSYCHOLOGICAL OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

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| Key requirements | This role is primarily on-site, with some hybrid flexibility depending on business needs. It involves regular in-person engagement with stakeholders, leaders, and impacted teams at the Mitcham office and various external locations (e.g., treatment plants or other operational sites). These site visits are essential for building a deep understanding of the YVW business and fostering strong, effective relationships. |
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5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

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| Role before (Name, Team, Division) | It is a very strong preference that any member of this team has previous recent experience in operational roles either STP, Water or Sewer Operations teams. Additional experience in Asset Division and Planning divisions is also desirable. |
| Role after (Name, Team, Division) | Asset Division, Planning divisions, other Operations teams |