

Position Title:	Technical Officer – Electrical		
Position Code:	P112	Evaluated:	21/01/2025
Award Classification:	Band:	3	Level: 1
Salary System Grade:	Grade:	4	Minimum Level: Entry
Approved:	Matthew Lysaught		Date: 4/12/2024

Primary Purpose of the Position

The Technical Officer - Electrical will provide electrical maintenance and minor capital works for Council including technical support for the management and maintenance of Muswellbrook Water and Wastewater's Supervisory Control and Data Acquisition (SCADA) system, treatment works Programmable Logic Controller (PLC), pumping stations, and reservoir instrumentation and telemetry systems.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this job is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

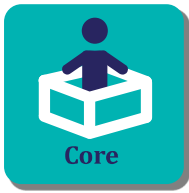
1. Monitor, maintain, repair and/or replace electrical services and instrumentation equipment including requests from operators to resolve electrical and instrumentation process failures.
2. Provide advice and instruction to an apprentice electrician when applicable and supervise their training.
3. Provide technical advice and recommendations to the Operations Manager, colleagues, and contractors.
4. Prepare, maintain and interpret electrical engineering, and Process & Instrumentation Diagram (P&ID) drawings.
5. Provide best practice power management processes and changes in electrical, instrumentation and other relevant industry related codes, standards and legislation; and contribute to ongoing review, development of, and adherence to effective systems and processes for Water and Wastewater.
6. Supply information in support of Council's Asset Management Systems and databases as works are completed to update the asset management system.
7. Provide accurate, quality and timely reporting of information to satisfy all of Council's internal and external reporting requirements.
8. Contribute to the development, implementation and monitoring of effective electrical and instrumentation plans, budget preparation and management; and adherence to all appropriate regulations, standards and codes of practice, and Work, Health & Safety requirements.
9. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This job requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Our People Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Ethical Behaviour: Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values	- Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values - Understand and act in accordance with legislative and policy frameworks - Recognise, seek advice and report misconduct, illegal and inappropriate behaviour
	Achievement: Achieve quality outcomes in line with organisational objectives	- Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards - Understand objectives and prioritise work accordingly - Identify and suggest system or process improvements within your own functional area
	Accountability: Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies	- Be accountable for your own actions - Act within delegation of authority levels, and work within legislative frameworks and policies - Understand the application of safe work practices, consider and address risks in daily operations

Key Tickets, Qualifications and Other Skills

1. Licensed Electrician – Electrical supervisors certificate and ability to maintain licence.
2. Relevant post-trade training.
3. Relevant post –trade qualifications, e.g. Diploma in Electrical Engineering or equivalent,
4. Class C Driver’s Licence
5. Demonstrated experience and/or capability to deliver the *Job Specific Key Accountabilities* (above).
6. Demonstrated [**Developed**] key capabilities as defined in the *Key Capabilities* Table (above).