

Position description

Senior Electrician – Operations and Minor Works

Position code:	95
Division:	Water and Sewerage
Location:	Moruya Depot
Band/Grade:	Administrative / Technical / Trades Band 2 Level 3 – Grade 14

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To provide services encompassing maintenance, renewal, installation, verification and assessment of electrical, control and instrumentation systems in the Water and Sewer network.

Main duties and key result areas (KRA):

1. Select, install, configure, service and verify complex electrical control and instrumentation equipment.
KRA: Equipment such as programmable logic controllers, variable speed drives, soft starters, telemetry remote terminal units, data modems, flow, level and water quality instruments are installed, configured and verified to meet operational and regulatory requirements/parameters. Devices and equipment are selected as optimal for the operating intent, cost, durability, and compatibility for existing systems.
2. Design and install complex control circuits which meet operational needs in delivering water and sewer services.
KRA: Control circuits effectively and efficiently meet operational and industry requirements. Workmanship is of a high standard so that asset service life is maximised.
3. Build, modify or install complex Switch and Control Gear Assemblies (SCA's) and Motor Control Centres (MCC) to meet operational and renewal needs.
KRA: All designs, construction and installation align with the intent of Australian Standards and relevant specifications. Workmanship is of a high standard which maximises service life and reduces future maintenance commitments.
4. Conduct general electrical maintenance, fault-finding, and repair work, including participate in an on-call roster for after-hours emergency work.
KRA: Consistently available for rostered after hours emergency work (approximately 1 week in 4). Competently and efficiently identifies faults leading to minimal loss of service to any part of the W&S network and rapid rectification.
5. Contribute to the development of work programmes for effective electrical maintenance and upgrades.
KRA: Provides timely and meaningful advice to the Electrical Coordinator to guide the development and review of works programmes for routine maintenance and renewals. Advice is based on accurate condition assessments and knowledge of resources.
6. Plan and participate in electrical and control systems inspection and testing, scheduled maintenance and asset renewals.
KRA: Inspection and testing, scheduled maintenance and asset renewals are carried out in accordance with adopted programmes and procedures. Has ensured that all team members have completed allocated works in line with the adopted schedule. Has provided routine updates to Coordinator.

7. Review and report on the results of scheduled condition assessments and make formal recommendations, which guide asset renewal programmes.
KRA: Scheduled condition assessments of electrical assets have been collated in a common register. Overall condition has been updated and quality written reports provide an overview and recommendations toward maintenance and renewal programmes.
8. Maintain electrical drawing and documentation libraries/database.
KRA: Drawings in 'hard-copy format only' are converted to CAD format to an agreed schedule. Ensures that up-to-date copies of electrical drawings are available in all water and sewer sites. Ensures that any field changes are accurately documented, and relevant drawings are updated. Copies of all drawings are available in a readily accessible database.
9. Plan, organise and procure any materials, equipment, personnel and external resources necessary for effective and efficient completion of any task.
KRA: Competent planning and organisation of resources has resulted in efficient completion of tasks. Procurement has been in accordance with Council policies and procedures for the relevant items and resources.
10. Supervise, mentor and coach a small team of electricians, apprentices, and other personnel, to achieve best performance and task goals.
KRA: Assigns scheduled tasks equitably in consultation with the Coordinator. Applies knowledge, experience and leadership skills to ensure the whole team delivers on expected goals. Shares knowledge and experience to effectively improve the capability of all team members.
11. Deliver electrical upgrade works including contribution to design, works planning, procurement and allocation of resources, monitoring quality and conformance.
KRA: Minor works are delivered to an agreed schedule, within budget. Skills and knowledge have been competently applied to influencing designs and specifications. Monitor all works for quality of workmanship and conformance to design, effecting corrective actions where necessary.
12. Provide technical advice to electrical and non-electrical personnel based on extensive experience and knowledge of electrical systems in relation to water & sewer processes.
KRA: Consistently applies a strong and up-to-date knowledge of electrical and control systems to provide sound technical advice across the W&S Division. Demonstrates a good understanding of water and sewer processes.
13. Collect and record work activity data.
KRA: Work activity data such as work order response and work-as-executed details are recorded in Council's nominated or approved systems to enable accurate asset, asset history and service records to be maintained.
14. Within area of responsibility, ensure:
 - the application of EEO and Diversity principles, and

- the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

Qualifications/experience (selection criteria)

Essential

1. Certificate III in Electrotechnology Electrician or equivalent qualification.
2. Certificate IV in Electrical Engineering, Electrotechnology, Instrumentation or equivalent demonstrated training.
3. Demonstrate extensive experience in the installation, maintenance and upgrade of electrical, control and instrumentation systems, especially in the water and sewer industry.
4. Demonstrated ability to effectively plan and organise resources for the efficient installation and maintenance of electrical infrastructure and facilities.
5. Demonstrate experience in asset condition assessment and formal reporting.
6. Demonstrate ability to work harmoniously and provide leadership in a team environment.
7. High level oral and written communication skills.
8. Highly capable with office and industrial computer applications and systems.

Desirable

1. Project coordination training or demonstrate significant experience.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.
2. General Construction Induction Card (White Card).
3. Qualified Supervisor Certificate for Electrical Work (Electrical Licence).

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. First Aid Certificate.
2. Enter and Work in Confined Spaces.
3. Low Voltage Live Rescue.
4. Working Safely at Heights.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Electrical Supervisor (Water and Sewerage)
Date:	July 2026

Conditions of employment

Position title:	Senior Electrician – Operations and Minor Works
Grading:	Grade 14 of Council's salary system
Salary range:	In the range of \$3,924.55 to \$4,294.02 gross per fortnight comprising: • \$3,384.69 to \$3,714.56 base salary • \$40.58 Adverse Working Conditions Allowance • \$78.80 Tool Allowance • \$420.49 to \$460.07 superannuation (calculated at 12% of the base salary and industry allowances)
On Call	When required by Council, participation in an on call roster is part of this position. An allowance is paid when on call.
Vehicle:	A fully maintained Council vehicle for to/from home use is available with this position.
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Vaccinations:	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of work:	Full time, 76 hours per fortnight with hours currently arranged: Monday to Thursday 6:55am to 4:05pm Fri – Week 1 6:55am to 2:05pm Fri – Week 2 RDO

with variations from time to time to meet work requirements.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Moruya Depot and required to work at various locations across the Shire.

Leave entitlements: 4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave.

On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

