

Position Description

CORPORATE INFORMATION

Position title	Specialist Electrician Water		
Directorate	Infrastructure Services	Branch/Section/Unit	Water
Position number	XXXX	Level	C8
Award	Queensland Local Government Industry (Stream C) Award – State 2017 Division 2, Section 2		
Line Manager	Supervisor Maintenance Water		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

Undertake safe, reliable and compliant electrical installation, inspection, testing, fault finding, planned maintenance and reactive maintenance across Council's drinking water, wastewater and recycled water assets.

The role supports continuity of essential services by maintaining electrical power, control, instrumentation and associated systems at treatment plants, pump stations, reservoirs, network facilities and other Water Branch sites.

The Water branch is responsible for effective and efficient water, sewage and recycled water schemes, ensuring we meet our commitment to our customers and meet our compliance objectives.

Key Responsibilities of the Role

- Carry out effective and efficient preventative maintenance, including scheduled maintenance and condition monitoring to maximize plant equipment and infrastructure reliability and operational performance and to provide a high level of plant maintenance services to meet work priorities, customer and business requirements on behalf of Council.
- Diagnose and rectify faults in industrial electrical and control equipment, including motors, motor starters, variable speed drives, generators, automatic transfer systems, instrumentation, PLC interfaces, telemetry and SCADA-connected field equipment, within the limits of the position's qualifications and authorisations.

Position Description



- Maintain infrastructure and equipment for Water branch.
- Practice effective troubleshooting methods to repair plant breakdown, minimising downtime.
- Prepare and provide plant maintenance documentation and reports as required by Council systems.
- Complete electrical risk assessments, isolations, verification, test documentation and certificates of compliance, ensuring work complies with electrical safety legislation, Council requirements and relevant Australian Standards.
- Deliver preventative maintenance and inspection programs, including switchboard and protection inspections, emergency power systems, RCD testing, test and tag activities where allocated, and condition-based maintenance of critical electrical assets.
- Use Council's asset and work management systems to plan and close work orders, record labour and materials, maintain accurate asset histories, update drawings and technical records, and identify defects, risks, recurring failures and renewal needs.
- Prepare practical scopes, estimates and technical input for maintenance, minor works and capital projects; support commissioning, handover and defect resolution; and liaise with designers, contractors, suppliers and operators.
- Coordinate site activities to minimise service interruption, protect water quality compliance, and prevent environmental harm or unplanned wastewater discharges.
- Maintain critical spares inventory and ensure supplies of spare parts are maintained on site to ensure continuity of service.
- Ensure that all work is conducted in a safe manner to avoid personal (or employee, public) injury or sickness and carry out, audits and risk assessments as required.
- Ensure that works performed comply with Council policies and procedures, relevant acts, regulations, codes of practice and standards.
- Promote a culture of continuous improvement by reviewing business systems and processes. Ensure all operations comply with workplace health and safety, quality assurance, risk management, and environmental maintenance standards.
- Contribute to an effective team structure to ensure the highest quality of service is maintained to Council's customers through compliance with industry guidelines, workplace procedures, Council's Customer Service Standards and statutory requirements.
- Participate in project delivery (scoping, design, tender review, preconstruction, and close-out) to meet operational requirements.
- Be available for rotating on-call roster & attend to sewer and water supply emergency calls, and ensure customer requests are attended to promptly and efficiently.
- Foster positive relationships within the Water branch and across Council directorates.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- General Construction Induction (White Card).
- Current Queensland Electrical Work Licence appropriate to the duties of the role.
- Current Low Voltage Rescue and CPR qualifications.

Desirable Licence/Competency (Ticket) Requirements

- Queensland Electrical Contractor Licence or nominee eligibility.
- Open cabling registration or relevant telecommunications cabling competency.
- High voltage switching, hazardous area or generator-related competency relevant to Council assets.
- Enter and Work in Confined Spaces certification.
- Working Safely at Heights certification.
- First Aid qualification.

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated experience undertaking electrical installation, maintenance, testing and fault finding in an industrial, utilities or process environment.
- Sound knowledge of industrial power and control systems, including switchboards, motor control, variable speed drives, protection devices, standby generation, instrumentation and control interfaces.
- Demonstrated ability to interpret electrical drawings, single-line diagrams, control schematics, technical manuals, specifications and relevant standards.
- Working knowledge of the Electrical Safety Act 2002, Electrical Safety Regulation 2013, Work Health and Safety Act 2011, AS/NZS 3000 and other standards applicable to the work performed.
- Ability to identify electrical and operational risks, apply safe isolation and verification practices, and complete accurate inspection, test and compliance records.
- Strong fault-finding and problem-solving skills, with the ability to prioritise critical failures and work independently with limited supervision.
- Ability to plan work, coordinate access and shutdowns, estimate labour and materials, and complete tasks within agreed time, cost and service constraints.
- Good interpersonal, written and verbal communication skills, including the ability to work collaboratively with operators, trades, engineers, contractors and internal customers.
- Computer literacy and experience using electronic work order, asset management, document management and standard Microsoft Office applications.

- Demonstrated commitment to safety, environmental protection, quality, customer service and continuous improvement.

Desirable Knowledge/Skills/Qualifications Criteria

- Experience maintaining electrical, instrumentation or control assets in drinking water treatment, wastewater treatment, recycled water, pumping or network operations.
- Experience with PLC, SCADA, telemetry, radio communications and process instrumentation fault diagnosis.
- Experience in electrical asset condition assessment, preventative maintenance development, commissioning and maintenance planning.
- Experience preparing scopes of work, estimates, procurement documentation and contractor work packages.
- Experience working in local government or another regulated essential-service environment.

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Regular participation in an on-call roster and emergency response arrangements.
- Occasional out-of-hours work, including nights, weekends and public holidays.
- Regular travel across the Gympie Region and work at geographically dispersed sites.
- Work at drinking water, wastewater and recycled water facilities, including sites with biological, chemical, electrical and mechanical hazards.
- Work in confined spaces and at heights where trained, authorised and required.
- Maintain immunisations recommended by Council for work in wastewater and related environments.
- Respond to emergency and disaster events in accordance with Council's Emergency Management plans and systems.
- Appointment is subject to Council's pre-employment checks and ongoing fitness-for-work requirements applicable to the position.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

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Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.