



Position Description

Position Title	Electrician
Position No.	9930
Division	Infrastructure & Economy
Section	Works
Reports to	Works Coordinator - Buildings
Current Status	Permanent Full-time
Band/Level	2/1
Grade	8
Step	Entry Level to Step 4
Allowances	On-call Allowance
Last Reviewed	March 2024
Conditions of Employment	The employee will work within conditions detailed within the Notational Agreement Preserving NSW Local Government (Electricians) State Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

To provide efficient, effective and professional installation and maintenance of electrical fixtures, fittings, service cabling and associated elements for Council managed assets.

To be an interactive member of the Trades team, delivering quality customer service to the community and Council.

Specific Duties and Responsibilities

- Carry out electrical works of a maintenance, improvement or construction nature within Council Buildings. In co-operation with other trades, assist in successful completion of multi-trade projects.
- Undertake duties associated with the repair and maintenance of electrical installations.
- Carry out electrical tagging of Council's electrical appliances and equipment.
- Liaise with other sections of Council and the public on matters relative to electrical works.
- Oversee on-the-job training for electrical apprentices
- Maintain familiarity with and apply statutory and legal requirements relative to the electrical industry.
- Maintain awareness of new methods, materials and equipment via ongoing training, attending exhibitions/seminars and personal inquiry.
- Record each day's work accurately on current timesheet system
- Be prepared to undertake emergency and or breakdown work outside normal working hours.
- Carry out minor work of a non-electrical nature in order to complete jobs as required.
- Ensure compliance to all business policies and procedures.
- Review and update all work procedures as directed and report on system failures.
- Integrate quality, environmental and safety performance into all functions and activities undertaken.
- To continually review and improve work methods where related to this positions work activities in regard to best practice in environmental, quality and WH&S.

- Maintain a complete hand tool kit sufficient to carry out required electrical duties.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Operate Personal Computer in the completion of routine tasks;
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Work Health and Safety Responsibilities
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents
 - Ensure the safe and correct use/application of plant, equipment and PPE
 - Commitment to Council's Injury Management Procedure
 - Maintain good site housekeeping at work location
 - Contribute to continual improvement of workplace risk control processes
 - Awareness of Asbestos and managing asbestos removal

Supervisory Responsibilities

Nil.

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date

_____	_____
Supervisor	Date

_____	_____
Manager	Date

Selection Criteria

Essential

- Recognised Electrical Trade Certificate
- Current qualified Electricians Licence
- Current WHS General Induction for Construction Training Certificate
- Sound knowledge of WHS and Risk Management requirements
- Class C Drivers Licence
- Thorough working knowledge of statutory and legal requirements relative to the electrical industry.
- Demonstrated commitment to the principles of honesty and integrity
- Demonstrated commitment to and understanding of Work Health and Safety

Desirable

- Elevated work platform ticket
- Scaffolding ticket
- Safe Working at Heights ticket