

Position Description

Position Details			
Position title	Electrical Trades Team Leader	Position number	PD404
Group	Transport & Utilities	Previous position numbers	WW012
Section	Water & Sewerage Services	Reports to	W&SS Operations Coordinator
Area	Operations	Evaluated / approved by	Chris Best
Team	Electrical Trades	Version number	January 2021
Position level code	5 Team Leader		
Position statement	To coordinate staff and participate in the delivery of electrical maintenance, repair and capital works associated with water and sewerage assets.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Asset maintenance, repair and capital works	<ul style="list-style-type: none"> Supervise and perform electrical maintenance, repairs and capital works on water supply and sewerage assets. Including electrical instrumentation Assist with the planning and scheduling of works programs. Respond to emergency situations. Perform inspections to monitor the performance and condition of Water and Sewerage electrical infrastructure. Assist with specifying and purchasing of new assets. Verify repairs performed by contractors. Assist with the implementation and maintenance of BVSC's asset management system. Record inspection data on the (Authority) asset management data base. Provide technical information and advice to other staff and contractors. Update drawings upon completion of works. Participate in the on-call roster. 	<ul style="list-style-type: none"> Maintenance, repair and capital works activities completed in accordance with the works program. Target - 95% of scheduled activities completed on time. Meet water supply and sewerage levels of service as defined in the section Strategic Business Plan. Target 95% compliance. Compliance with NSW Health, NSW EPA, NSW WorkCover and other statutory requirements. Target 100% compliance. All programmed work activity data recorded on the Asset Management data base. Target – 95% of work activity data recorded utilising W&SS' Computerised Maintenance Management System (CMMS). Computer based works programs completed. Target – Works programs completed prior to commencement of the financial year and updated at least quarterly. Programmed maintenance and repair activities are undertaken in accordance with timeframes defined by the CMMS. Target 95% of maintenance activities take place as scheduled. Data recorded into the CMMS in a timely manner. Target - 95% of required data recorded. Respond to emergency situations. Target - 95% of responses take place within nominated times. Compliance with NSW Health, NSW EPA, Safe Work NSW and other statutory requirements. Target 100% compliance. Drawings are updated accurately and within the required timeframes.

Position Description

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Administration and Record Keeping	<ul style="list-style-type: none"> • Prepare equipment and materials requisitions. • Prepare draft reports. • Oversee the completion and authorisation of a range of workplace documentation, including (but not limited to): <ul style="list-style-type: none"> ○ Timesheets; ○ Team data spreadsheet entries 	<ul style="list-style-type: none"> • Target – High quality advice provided in a timely manner 100% of the time. • Update WAE plans upon completion of all upgrades. Target 100% compliance. • Timesheet completed on time. Target 100% compliance. • Timesheet job costing to be accurate. Target 100%
Customer contact	<ul style="list-style-type: none"> • Attend to enquiries and complaints from public, Councillors, other BVSC staff. 	<ul style="list-style-type: none"> • Telephone enquiries returned within 24 Hours and written enquiries returned within 3 days. Target 95% compliance. • Customers dealt with in a professional and courteous manner.
Innovation and adaptability	<ul style="list-style-type: none"> • Willingness to suggest and adopt new initiatives. • Capacity to adapt to and promote change in the workplace. • Identify and use contemporary technology and equipment. 	<ul style="list-style-type: none"> • Promote and adopt new initiatives, changes, technology and equipment.

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You allocate daily work tasks to team members. You maintain, allocate and organise local resources to ensure the outputs of the team are achieved. You use a consultative-style to achieve job outcomes.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You publicly role model the PLaCE values. You ensure employees have a work-life balance. You ensure safe work practices are used by employees/contractors/volunteers. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events and direct others in the team to also do so. You seek to learn from your colleagues, looking for mentoring opportunities and to also act as a mentor. You review your own performance and ask for feedback to learn and improve. You encourage and support continuous improvement within the team.
Can do	<ul style="list-style-type: none"> You understand who your stakeholders are, why they matter, and seek their feedback. You are willing to go the extra mile for stakeholders. You acknowledge team members who have done a good job and celebrate success. You appropriately challenge and resolve poor performance and inappropriate workplace behaviour.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You support and communicate corporate messages and information to the team, including promoting 'above the line' behaviour. You listen to and involve colleagues and external stakeholders and respond positively to suggestions before making decisions. You support initiatives and actions that lead to a 'one-team' culture.

Knowledge, Skills and Qualifications

Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated leadership and mentoring skills.
- Experience in maintenance, repair and installation of water and sewer electrical and electronic infrastructure.
- Highly developed water and sewer electrical and electronics fault finding, analytical and investigative skills.
- Demonstrated ability in the use of a personal computer and the associated use of Microsoft software packages including Word, Outlook and Excel.
- Well-developed oral and written communication skills including detailed interpretation and explanation of plans, drawings and schedules.
- Five (5) years' recent relevant experience in the servicing of water and sewer assets.
- Additional skills, knowledge and qualifications that may be applicable to this position, such as current confined spaces entry certificate, familiarity with the use of asset management databases or other specialist training or work experience.

Selection criteria – qualifications and licences

- An electrotechnology trade qualification applicable to this role.
- Certificate in Electrical Instrumentation
- SafeWork NSW Construction Induction.
- Current NSW Class C Drivers Licence

Conditions of Employment

Status	Permanent full time		Hours per weeks	38
Award classification	Band: 2	Level: 3	Award	Local Government (Electricians) State Award 2013
BVSC grade	11			
Pattern of work	7.00am to 4.00pm eight days per fortnight and 7.00am to 3.30pm one day per fortnight, with a half hour unpaid lunch break each day			
Special requirements	<input type="checkbox"/> Weekend Work <input type="checkbox"/> Evening Work <input type="checkbox"/> Public Holiday Work <input checked="" type="checkbox"/> Participation in on call roster <input checked="" type="checkbox"/> Other: Work out of hours will be required from time to time, in accordance with on-call and planned project work arrangements.			

Delegations

Staff	Number of direct report positions: 5	Staff span of control: 5
Budgetary	\$Nil	
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase card limit: \$5000	
Statutory	As per BVSC Register of Delegations	
Security	In and after-hours card and key access to BVSC gates and depots. After-hours building access alarms codes will be issued where required.	

Benefits

Motor vehicle	Work Related Vehicle (commuter use)		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera		

Benefits	
	<input type="checkbox"/> Other: Click here to enter text.
Telecommunications	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input checked="" type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.
Workwear	<input type="checkbox"/> Corporate uniform <input checked="" type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Personal Protective Equipment: Outdoor workwear; safety shoes/boots; sunglasses, hearing protection, sun hat, sun screen, hard hat, gloves (disposable and leather)
Tools	Multimeter-ammeter, Insulation Tester ("Megger Meter"), Process Meter 4-20mA, Oscilloscope, Power Analysers, Signal generator, Phase rotation meter, Hand tools as required (pliers/screwdrivers etc), ladders, power drills/grinders, 240VAC & 12-24VDC appliances, field laptops.