

# Role Description

## Electrician



<b>Title</b>	Electrician
<b>Classification/Grade/Band</b>	Band 2 Level 2
<b>Group/Unit/Section</b>	Water & Sewer/ Water Assets and Facilities Management / Electrical Services
<b>Reports to</b>	Team Leader Electrical

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Electrician is responsible for operation and maintenance activities across the local government area. The role covers both preventative and unplanned electrical operation and maintenance activities associated with pumping stations, high voltage substations, treatment plants, field lighting, amenities buildings and other low voltage electrical works as required.

The position of Electrician is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Undertake electrical operation and maintenance of Council's Water and Sewer network Infrastructure;



- Undertake preventative and unplanned O&M activities associated with pumping stations, treatment plants, high voltage substations, switchboards (design, install and maintain), hazardous areas, field lighting, Council buildings, amenities buildings and other general electrical works as required;
- Investigate faults and solve complex electrical issues;
- Follow relevant standards, codes of practice, WHS and environmental requirements;
- Directly supervise an apprentice ensuring he/she is trained effectively one to one and identify training needs when they arise;
- Ability and willingness to take after hours on-call and call back duties on a roster basis with the ability to respond to call outs;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the jobholder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction.
- Decisions made by the job holder affect the work and activities of others within the section or from a specific project team.
- The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- The job holder identifies requirements as an input to budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.



## Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

## Interpersonal Skills

- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

## Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;



- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

### **QUALIFICATIONS**

#### **Essential**

- Electrical Trade Certificate;
- Current NSW Electricians Licence;
- Current NSW Supervisors Certificate - Electrician;
- Completion of High Voltage Safe Working Practices Course or willingness to obtain;
- Valid OH&S Construction Induction card NSW WorkCover or equivalent, or willingness to obtain;
- Hepatitis A & B immunisation or willingness to obtain;
- Current Class C Driver's Licence;
- Current First Aid Certificate or willingness to obtain;
- Dogging Licence or willingness to obtain;
- Confined Spaces Legislation Certificate.

### **EXPERIENCE**

- Demonstrated experience in the operation and maintenance of Water and Sewage infrastructure.



- Demonstrated experience in trouble shooting, repair, maintenance and installation of industrial electrical equipment including interpreting electrical schematic diagrams for motor starters PLCs etc.;
- Demonstrated experience in workshop based electrical repair work
- Demonstrated experience in High Voltage and Low Voltage operation and maintenance;
- Demonstrated experience in basic PLC and/or SCADA operation;

### Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

