

Position Description

Senior Field Operator (Electrician)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: October 2017

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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Organisational relationships

Directorate:	Works and Civil
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Section/Unit:	Water Cycle
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Team:	Water Cycle Operations (Mechanical and Electrical)
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Work base:	Bruce Street Depot, Grafton or Maclean (Woodford Island) STP as relevant to the position
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Position responsible to:	Supervisor Mechanical Electrical
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Level of support and supervision:	Medium level of independence
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Supervise the daily work of up to 4 staff
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Internal contacts:	All staff within Council but primarily within the Water Cycle Section
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External contacts:	Electricity authority, telecommunications companies, electrical contractors, equipment suppliers
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Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Physical requirements of the position

Frequent driving between job sites
Frequent climbing of ladders and steps
Prolonged standing
Frequent bending
Manual handling

Purpose of the position

To deliver high quality electrical and telemetry services on Water Cycle assets, ensuring work is carried out in a timely and efficient manner and compliant with all relevant electrical standards.
To provide expert advice to management where there is potential for increased efficiency or reduced cost associated with the operation of electrical equipment.
To complete an Associate Degree of Engineering (Instrument Control and Automation Engineering) through the University of Southern Queensland.

Major duties and responsibilities

Carry out effective and efficient installation, maintenance and repairs of plant and equipment
Develop, carry out and report on scheduled maintenance and condition monitoring program

Major duties and responsibilities

Use Council's maintenance management system to optimise scheduled and unscheduled maintenance.
Monitor electrical plant and equipment reliability and operational performance
Troubleshoot and repair plant and equipment breakdowns to minimise downtime
Troubleshoot and repair telemetry monitoring system
Ensure that all electrical works are conducted in accordance with current legislation, codes and standards
Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to): <ul style="list-style-type: none"> • active involvement in injury prevention and management, and return to work programs • risk assessments • selection and use of appropriate safe work codes and traffic control plans • plant pre start check lists • site inductions
Liaise and coordinate with others to ensure efficient delivery of Council services

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Electrical Trade Qualification
Eligible to enrol in or be currently undertaking the early stages of an Associate Degree of Engineering (Instrument Control and Automation Engineering) through the University of Southern Queensland
Eligibility for a Commonwealth supported place at university

Licences/tickets, clearances, membership

Contractor Licence (Electrical – Individual)
Current Drivers Licence
WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Experience

Demonstrated experience as an industrial electrician or in a similar role

Position related skills

Demonstrated ability to schedule tasks to maximise efficiencies
Communication skills including the ability to liaise with the public
Clerical, administration and organisational skills, including the ability to work with minimal supervision

Essential selection criteria

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Confined Space Accreditation

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Experience

Previous experience with computerised maintenance management systems

Previous experience in telemetry and SCADA operations

Experience in Electrical Drafting using CAD software

Position related skills

General computer literacy including Basic proficiency in Microsoft Word and email and internet programs

Demonstrated work supervisory skills and ability to resolve conflict

Other features of this position may include

General dust and fume protection - The position may require the donning of respiratory protection equipment (RPE). This will require the incumbent to be clean shaven as per the RPE manufacturer's instructions, when undertaking these duties.

Attending after hours emergency call-outs and participation in on-call duties

In accordance with Council's Trainee Protocol Council will provide the following:

- payment of course fees
- purchase of prescribed text books, which will remain in the possession of the incumbent
- access to study leave

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Other features of this position may include

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee

Signed: Date
Manager Human Resources