



Position Description	
SCADA Technician/Electrician	
Name of appointed officer:	
Date of appointment:	
Date of last review of position description:	March 2017

1.	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 2
	Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	38 hours per week

2.	Organisational relationships	
	Directorate	Works & Civil
	Section	Water Cycle
	Unit/team:	Mechanical Electrical
	Work base:	Townsend Depot
	Position responsible to:	Supervisor Mechanical Electrical
	Level of support and supervision:	High level of independence
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	Supervise the daily work of up to 4 staff
	Internal contacts:	All staff within Council but primarily within the Water Cycle Section

2.	Organisational relationships	
	External contacts:	Electricity authority, telecommunications companies, electrical contractors, equipment suppliers

3.	Physical demands of the position	
	Frequent driving between job sites	
	Frequent climbing of ladders and steps	
	Prolonged standing	
	Frequent bending	
	Manual handling	
	Access and egress to machinery and plant	

4.	Purpose of the position	
4.1	To provide expert technical maintenance, installation, contract management and programming support for Council's Water and Sewerage SCADA system including Remote Terminal Units (RTU), Programmable Logic Controllers (PLC), process and control instrumentation, communication infrastructure, Human Machine Interfaces (HMI) and the supervisory computer systems.	
4.2	To provide electrical services associated with water cycle operations.	

5.	Major duties and responsibilities	
5.1	Participate as an electrical team member by planning work, designing and programming, installing, commissioning and maintaining electrical equipment including motors, control instruments and SCADA systems to meet current legislation, specifications, codes and standards.	
5.2	Upgrade control systems, PLC's, RTU's, telemetry and switchboards to standardise on equipment and processes including providing frontline support during and after the upgrade from RADTEL to ClearSCADA.	
5.3	Use Council's maintenance management system to optimise scheduled and unscheduled maintenance.	
5.4	Analyse, report and provide recommendations on performance of electrical control and telemetry systems including providing recommendations for improvements to plant and equipment to optimise reliability and efficiency.	
5.5	Identify, locate and repair plant and equipment breakdowns to minimise downtime.	
5.6	Perform programming modifications to RTUs and PLCs.	
5.7	Undertake SCADA and control system architecture development, system build and integration strategies.	

5.	Major duties and responsibilities
5.8	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 • appropriate erosion sediment control
5.9	Liaise and coordinate with others to ensure efficient delivery of Council services

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
6.1	<i>Education and knowledge</i>
6.1.1	Electrical Trade Qualification or Diploma in Electrical Engineering
6.2	<i>Licences/tickets, clearances, membership</i>
6.2.1	Contractor Licence (Electrical – Individual)
6.2.2	Current Drivers Licence
6.2.3	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW
6.3	<i>Experience</i>
6.3.1	Demonstrated experience in electrical installations and operations, including telemetry, SCADA, industrial automation and switchboard control systems
6.4	<i>Position related skills</i>
6.4.1	Well developed written and verbal communications skills, including the ability to liaise with the public
6.4.2	Demonstrated well developed computer literacy including MS-Office applications, PLC programming and diagnostic software
6.4.3	Demonstrated ability to schedule tasks to maximise efficiencies
6.5	<i>Personal qualities</i>
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
7.1	<i>Licences/tickets, clearances, membership</i>
7.1.1	Confined space accreditation

7.2	Experience
7.2.1	Demonstrated experience in upgrade programming (RADTEL SCADA to ClearSCADA)
7.3	Position related skills
7.3.1	Demonstrated work supervisory skills and ability to resolve conflict

8.	Other features of this position may include
	Attending after hours emergency call-outs
	Participation in an on-call roster
	Some duties associated with this position will require the incumbent to be clean shaven

9.	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.
	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.

10.	Declaration
<p>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.</p>	
Signed:	<div>_____</div> <div>Employee</div>
Date:	_____
Signed:	<div>_____</div> <div>Manager Human Resources</div>
Date:	_____