

# Position description

Electrician	
Division:	<b>Liveable Communities</b>
Department:	<b>Community Spaces</b>
Reports to:	<b>Senior Electrician</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Taree &amp; Tuncurry (Various)</b>
Grade:	<b>6</b>
Employment status:	<b>Permanent, Full Time</b>
Hours of work:	<b>38</b>
Date approved:	<b>April 2023</b>

## Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

## Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

## Position Overview

This position sits within our Community Spaces Department and is responsible for providing electrical maintenance (planned or unplanned) to ensure Councils assets are operational.

Key to the role is to identify areas to improve asset reliability, performance and sustainability. Tasks are to be performed in a timely cost-effective manner to ensure that services meet the community needs.

## Key Accountabilities & Duties

- Respond immediately to emergency repairs outside of normal working hours as required and be available for “call back” service

- Ensure that all relevant Acts, Codes, Regulations and Policies are adhered to during construction and / or maintenance work
- Ensure floodlighting (eg “sportfields” but not limited to) is kept to a high standard of operation
- Maintenance of Photovoltaic systems to ensure optimal performance
- Ensure all Council properties and structures are maintained to all relevant Acts, Codes, Regulations and Policies in regards to electrical supply, lighting and air conditioning.
- Ensure that all Council’s electrical equipment and infrastructure is maintained in an excellent working condition through an ongoing maintenance program
- Investigate electrical problems associated with Council assets and give recommendations on appropriate action to be taken
- Conduct test and tag tasks and service location tasks as allocated
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Selection Criteria





1. Electrical Trade Certificate with either a Contractor Licence or a Qualified Supervisors Certificate (Electrician)
2. Demonstrated trade experience and relevant industry knowledge.
3. Hold or willing to obtain the following:
  - A General Induction Construction Card (white card)
  - Current First Aid Certificate
  - Confined Spaces Statement of Competency
  - Working at Heights Competency
  - Operation and Maintenance of PV Systems
  - Service Location Certification
  - Test & Tag Accreditation
4. Experience in maintenance of air-conditioning systems.
5. Specialist knowledge of the Wiring Code, with a high level of demonstrated competency
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Understanding of Local Government procurement processes
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
9. Current Class C Drivers Licence

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Intermediate</b>
	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:	Date:
-----------------------	-------

### HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐ No ☒

Is a criminal record check required for this position?

Yes ☐ No ☒