

Position description

Electrical Technician

Division:	Water Services
Department:	Response Operations and Maintenance
Reports to:	Coordinator ROM Electrical
Number of direct reports:	Nil
Location:	Bulahdelah, Stroud, Tea Gardens & Hawks Nest
Grade:	8 (MidCoast Council Salary System 2018)
Employment status:	Permanent Full Time
Hours of work:	38
Date approved:	April 2019

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.

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

Position Overview

This position sits within the Response, Operations and Maintenance department and is responsible for providing electrical maintenance (planned or unplanned) to enhance the systems operational availability and to identify areas to improve asset reliability and performance. Ensure this service is provided in a timely, cost effective manner to service the community's needs.

Key Accountabilities & Duties

- Perform and provide continuous and ongoing planned electrical maintenance of Council's, Water and Wastewater systems components, specialising in the area of Electrical Switchboards, PLCs and Motors
- Additions alterations and renewals projects within held specialist skills

- To assist the Water Management and Treatment (WMAT) and Response, Operations & Maintenance (ROM) sections in achieving their goals and objectives.
- Maintain and develop methods to rectify or enhance system performance reliability and availability by removing restrictions impediments and deterioration.
- Provide information/data for the planned maintenance system relating to Development, Scheduling, Techniques, Procedures, Work History Costs and Parts information
- Training personnel in the operation and upkeep of installed electrical assets
- Perform and provide support in the area of Telemetry SCADA instrumentation and computers
- Energy conservation
- Be available for on-call, call-back and after-hours duties as required.
- To ensure co-operation and co-ordination within the Water Services Division
- To assist associated trades with their work as part of the whole Council's water and sewerage assets management
- Provide successful communication between team members, supervisor and our customers
- Provide input to ROM budget and activity plan and advise supervisor of cost, plan or condition changes as they occur
- Function as Coordinator ROM, Electrical as required
- Demonstrate commitment to identifying and following MidCoast Council's Values, Policies and Procedures.
- Commitment and adherence to the general responsibilities assigned to The Water Services Division's Services.
- 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 a Contractor Licence and/or Qualified Supervisors Certificate (Electrician).
2. Demonstrated trade experience and relevant process industry knowledge.
3. Knowledge of the following electrical principles:
 - Instrumentation
 - Switchboards and large motors
 - Submersible motors
 - Programmable Logic Controllers
 - High Voltage
4. Proven ability in the use of PC applications and knowledge of Radio Telemetry, SCADA Systems and condition based monitoring.





5. 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
6. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. 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.

The Local Government Capability Framework is available at: <https://www.lgnsw.org.au/capability>.

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
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	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 ☒