



LICENSED ELECTRICIAN

POSITION PROFILE

Division	Shire Infrastructure	Status	Fulltime / Permanent
Unit	Building Operations	Salary Grade	Grade 5
Reports to	Coordinator, Reactive Maintenance	Reviewed	April 2022

STRATEGIC INTENT

Building Operations is accountable for providing efficient and effective maintenance and minor works (projects) to Council's building, open space, transport and stormwater assets.

This role is responsible for supporting the following outcomes:

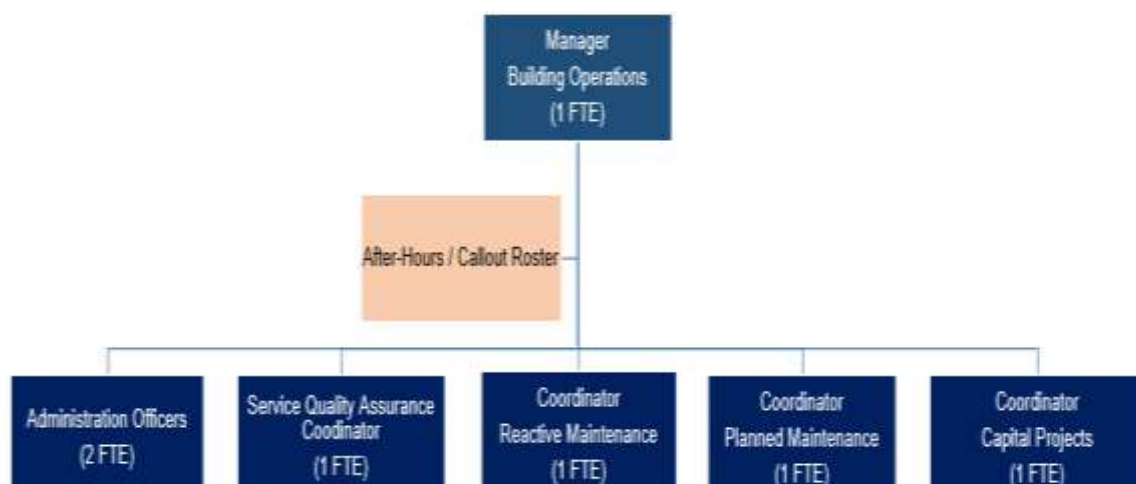
- Delivering works to agreed levels of quality, function and safety
- Minimising the impact on natural resources.

POSITION PURPOSE

The primary purpose of the position is to undertake all aspects of the trade on Council's assets. Activities include, but are not limited to:

- Undertaking fault finding and defect (reactive) repairs
- Pro-active maintenance works
- Renewing, upgrading or installing new assets
- Using License to undertake, certify works and submit documentation to the relevant authorities for new connections, inspections and test reports.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

PERFORMANCE STANDARD	OUTCOME TO BE DELIVERED
SAFETY	
Maintain a Safe Environment	<ul style="list-style-type: none"> ▪ Follow adopted guides, procedures and Policies ▪ Assess all hazards and risks (via Risk Assessment) prior to undertaking any works ▪ Follow adopted Safe Work Method Statements (SWMS) ▪ Take reasonable care of own and others health and safety ▪ Report work-related incidents, injuries, near misses, hazards or unsafe behaviours or conditions ▪ Share ideas to make the environment safer.
TECHNICAL	
Deliver Electrical Works	<ul style="list-style-type: none"> ▪ Work under limited supervision ▪ Complete own work tasks within set budgets and timeframes ▪ Take initiative to progress own work ▪ Willingness to apply additional skills outside the trade discipline, as safe and appropriate ▪ Identify and coordinate resources needed to complete allocated work efficiently ▪ Deliver electrical works in accordance with relevant Standards, Codes, Regulations & Electrical License ▪ Ensure electrical assets are inspected in accordance with Regulations and Standards ▪ Engage relevant utilities or external service providers and stakeholders for purpose of inspections, approvals, identification of faults and/or to undertake works.
Think and Problem Solve	<ul style="list-style-type: none"> ▪ Identify and inform of issues that may impact on completion of tasks, works and services ▪ Share ideas about ways to improve work tasks.
Interpret Technical Information	<ul style="list-style-type: none"> ▪ An ability to interpret Codes, Regulations, Standards, plans, work programs, specifications and inform technical scopes and briefs.

Carryout Estimates	<ul style="list-style-type: none"> An ability to create detailed and accurate estimates and quotations.
CUSTOMER EXPERIENCE	
Plan and Prioritise	<ul style="list-style-type: none"> Plan and coordinate allocated activities Re-prioritise own activities to achieve set goals and deliver works in an efficient manner.
Provide Efficient Service	<ul style="list-style-type: none"> Support a culture of quality customer service Consider customer requirements and develop solutions to meet their needs and enhance their experience Advise of any delays that may impact on completion of works Communicate routine technical information clearly and concisely Demonstrate initiative by identifying and undertaking additional required works.
LEADERSHIP	
Influence and Negotiate	<ul style="list-style-type: none"> Listen to others when they are speaking and ask respectful questions Use facts, knowledge and experience to support recommendations Work towards positive and mutually satisfactory outcomes.
Be Accountable	<ul style="list-style-type: none"> Understand team objectives and how own work relates to achieving these Take ownership of performance outputs and outcomes achieved Show awareness of own strengths and areas for growth and development and apply new skills.
Be Innovative	<ul style="list-style-type: none"> Participation in appropriate industry forums / groups New work practices are introduced as required in line with industry best practice.
BUDGETS	
Work to Budgets	<ul style="list-style-type: none"> Accurately complete weekly timesheets Appreciate the importance of accuracy and completeness of estimating costs Accurately note down all costs in relation to labour time, materials, plant, sub-contractors on invoices

	<ul style="list-style-type: none"> ▪ Ensure invoices are submitted in a timely manner ▪ Understand compliance obligations related to using resources and recording financial transactions ▪ Delivery works and services in accordance with the relevant budget.
PURCHASING	
Purchase Materials	<ul style="list-style-type: none"> ▪ Comply with basic ordering, receipting and payment processes ▪ Be aware of relevant delegations and act within authority levels ▪ Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management.
TECHNOLOGY	
Use Technology	<ul style="list-style-type: none"> ▪ Deliver work via smart device (I-Pad, Android) ▪ Complete online timesheets ▪ Understand and comply with policies on acceptable use of technology ▪ Identify new technologies that create efficiencies/ improve service delivery ▪ Identify ways to leverage the value of existing technology to achieve team/unit outcomes.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Electrical Trade Certificate ▪ NSW Fair Trading Contractor Licence (Electrical) and/or currently obtaining ▪ Class C driver's license ▪ NSW Construction Induction Card (White Card).
	Desirable	<ul style="list-style-type: none"> ▪ Asbestos awareness training ▪ Confined spaces trained and certified ▪ Elevated Work Platform (EWP) ▪ Working at Heights Training.
Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Extensive post apprenticeship experience in construction, upgrades, and maintenance work.

		<ul style="list-style-type: none"> ▪ Proven ability to interpret plans, codes and technical specifications ▪ Thorough understanding of Work Health & Safety (WHS) policies and procedures.
	Desirable	<ul style="list-style-type: none"> ▪ A proven ability to direct the work of semi-skilled staff ▪ Proven ability to undertake estimates ▪ Experience in Fire Services.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view. ▪ Communication skills: Able to articulate complex and technical matters. ▪ People skills: Empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge.
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborative - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respectful – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others ▪ Evolving – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters

Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.

SPECIFIC CONDITIONS OF EMPLOYMENT

- Core Enterprise Agreement (Wages Staff)
- Local Government State Award
- 38-hours per week
- 9-day fortnight (RDO each fortnight)
- Renewal of Electrical License
- Be fully vaccinated (COVID-19).

SIGNATURE

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Incumbent (signature)

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Date