


POSITION DESCRIPTION

	Position Title:	Electrician
	Location /Branch/ Department:	EPIS/Property & Commercial Activities
	Position Classification:	Band: 2 Level: 2 Grade: 1

POSITION PURPOSE/OBJECTIVE

1. To provide efficient, effective and professional installation and maintenance of electrical fixtures, fittings, service cabling and associated elements for Council managed assets.
2. To be an interactive member of the Trades and Asset Maintenance team, delivering quality customer service to the community and Council.

RELATIONSHIPS

Reports to:	Asset Maintenance Coordinator
Staff Responsibility:	Apprentices, temporary staff and contractors
Key Internal Relationships:	Blue Mountains City Council staff, including coordinators, team leaders, managers and directors/group managers
Key External Relationships:	Contractors, Public Utility Departments, User groups

SPECIFIC RESPONSIBILITIES

- With direction from Trades Coordinator carry out electrical works of a maintenance, improvement or construction nature. In co-operation with other trades, assist in successful completion of multi-trade projects;
- Where required co-ordinate and direct the activities of a small group including apprentices, temporary staff and contractors;
- Liaise with other sections of Council and the public on matters relative to electrical works;
- Assist in the on-the-job training of electrical apprentices;
- Maintain familiarity with and apply statutory and legal requirements relative to the electrical industry;
- Maintain a comprehensive and complete hand tool kit sufficient to carry out required electrical duties;
- Maintain awareness of new methods, materials and equipment via trade journals, attending exhibitions and personal inquiry;
- Follow safe work practices in accordance with Workplace Health & Safety Act and apply Equal Employment Opportunity principles;

- On a daily basis prepare and return work sheets after completion of all works;
- Determine quantities and prepare Purchase/Stores requisitions;
- Record each day's work in a diary and accurately complete weekly timesheet;
- Be available for emergency and or breakdown work outside normal working hours;
- Complete monthly flexipurchase and fuel transaction reports within the specified timeframe;
- Provide quotations for electrical contracts undertaken by the Trades and Asset Maintenance team;
- Carry out minor work of a non-electrical nature in order to complete jobs as required;
- Ensure compliance to all business policies and procedures;
- Review and update all work procedures as directed and report on system failures.
- Integrate quality, environmental and safety performance into all functions and activities undertaken; and
- To continually review and improve work methods where related to this positions work activities in regard to best practice in environmental, quality and WHS.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

The position is required to communicate with a wide range of people: internal and external customers. For example: Electrician meets client/s when replacing or installing new electrical equipment.

JUDGEMENT & PROBLEM SOLVING

The position is required to exercise good judgement and solve problems to ensure that all electrical works comply with the relevant Australian Standard. Therefore the incumbent is

required to be fully conversant with and able to interpret Australian Standards pertinent to the electrical trades.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

1. Possess a recognised Trade Certificate as an Electrical Fitter/Mechanic;
2. Hold a current qualified Electricians Licence as issued or recognised by the Building Services Corporation;
3. Have proven relevant experience or post trade qualifications in and knowledge of the installation and maintenance of electrical systems;
4. Be fully conversant with WHS and EEO principles and requirements;
5. Be able to work individually and as part of a team;
6. Hold a current NSW Class C driver's licence;
7. Have a thorough working knowledge and experience of work procedures and maintain familiarity with and apply statutory and legal requirements relative to the electrical industry;
8. Possess a recognised elevated work platform ticket over 14-metres and have experience in the operation of trailer and truck mounted cherry pickers;
9. Possess a current Construction Induction general and work activity (White) card; and
10. Possess a current safe working at heights ticket.

DESIRABLE

1. Hold a current MR class drivers licence;
2. Possess a current scaffolding ticket;
3. Possess a current asbestos awareness ticket; and
4. A working knowledge of quality, environmental and WH&S practices.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Electrician		
Responsible Manager/ Supervisor:	Trades Coordinator		
Signature:		Date:	

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	2	Pushing loads > 5kgs	1	Frequent bending/ stooping	3	Sitting for extended periods	1
Light Manual Tasks	3	Pulling loads >5kgs	1	Repetitive Lifting	2	Standing for extended periods	3
Trunk Twisting	2	Extend arms for reaching	2	Elevating arms above shoulder height	2	Kneeling for extended periods	2
Climbing to access/ exit excavations	1	Throwing	0	Walking on uneven ground	3	Walking for extended periods	3
Balancing	3	Crawling	1	Hearing above background noise	2	Depth Perception	3
Colour Vision	3	Fine Manipulation	2	Shoveling/Digging	1		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	3	High Temperatures > 38deg	2	Low Temperatures < 3 deg	2
Operating Machinery	1	Working Near Machinery	3	Working at Heights	3	Noisy Work Areas	3
Vibration	1	Confined Spaces	3	Prolonged Driving (periods > 2hours)	0	Working Alone	3
Overhead Work	3	Use of computer for screen-based activities.	1	Prolonged Sitting (periods > 1hour)	2	Prolonged Standing (periods > 1 hour)	3
CHEMICALS				BIOLOGICAL			
Dusts	2	Liquids	1	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	3	Possible exposure to Tetanus	3
Gases/ Vapours	0	Odours	1	BIOMECHANICAL			
				Repetitiveness	3	Fatigue	2
ASBESTOS							
Asbestos Awareness	√	None of the below					
Class B Asbestos Removal		Asbestos Removal and Supervision		Asbestos Assessor			
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	3	Dust Mask/ Respirator	3	Protective Eyewear	3	Ear plugs/Muffs	3
Hard Hat							
Provide a brief description of the job requirements:							

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