

POSITION DESCRIPTION

POSITION TITLE:	Apprentice Electrical Tradesperson
REPORTS TO:	Managing Director
DIRECT REPORTS:	N/A
AWARD:	Electrical, Electronic and Communications Award 2010
CLASSIFICATION	Apprentice

POSITION PURPOSE

The Apprentice Electrical Tradesperson works under the direction and/or verbal instruction of more senior employees in accordance with normal Apprentice regulations until necessary on the job training and schooling is completed. In doing so they assist qualified A Grade Electricians to install, maintain, and repair electrical wiring, equipment and fixtures in domestic, commercial and industrial environments. This work is completed in accordance with relevant codes.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

The following description of responsibilities is not exhaustive and may include others as directed from time to time:

Accountability 1: Technical Responsibilities

Responsibilities:

- Within their areas of learning and development assist qualified A Grade Electricians to:
 - Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems.
 - Install electrical apparatus, fixtures and equipment for alarm and other systems.
 - Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels etc.).
 - Connect wiring in electrical circuits and networks ensuring compatibility of components.
 - Prepare and assemble conduits and connect wiring through them.
 - Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits etc.
 - Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.

Accountability 2: Organisational Responsibilities

- Keep up-to-date on current research and technology in one's work focus and identifies and pursues areas for development and training that will enhance job performance.
- Observe a workplace culture of continuous quality improvement. This includes evaluating and improving the current systems and procedures relevant to this role.
- Support the organisations commitment to social responsibility and a clean environment.
- Only perform tasks that they are appropriately trained and skilled to undertake.

Accountability 3: Occupational Health & Safety

- Take reasonable care for own health and safety and that of other personnel in the workplace.
- Wear correct Personal Protective Equipment as required.
- Observe and practice Occupational Health and Safety policies, guidelines and procedures.
- Report any workplace hazards or incidents as they occur.

CORE BEHAVIOURS

The following Core Competencies are the behaviours expected of an employee or potential employee:

Service Focus

- Responds promptly to the needs of the client even when under pressure.
- Maintains clear and appropriate communications with the client.
- Demonstrates active listening and questioning skills to identify client needs and issues.

Communication

- Speaks clearly and respectfully in a confident manner.
- Seeks to understand the viewpoint of others and asks questions to clarify meaning.
- Conveys ideas clearly to others, both verbally and in print.
- Co-operates with others, shares relevant information and seeks information from others as required.
- Sells ideas and is persuasive in influencing people.
- Gains clear agreements by presenting own position clearly and considering alternative viewpoints.

Motivation Time Management

- Constantly seeks to improve own performance.
- Takes responsibility for own work to achieve quality results.
- Meets deadlines and follows through on commitments.
- Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.

Team Work

- Understands the work of the group and demonstrates a commitment to team goals.
- Treats others fairly and equitably.
- Encourages cooperation and collaboration.
- Works effectively in a team environment.
- Relates well to other team members.

POSITION SPECIFIC REQUIREMENTS & QUALIFICATIONS

Essential:

- Successful completion of Year 10 schooling

Desirable:

- Successful completion of Victorian Certificate of Education (Year 12 Schooling)
- First Aid Certificate

KEY SELECTION CRITERIA

- Ability to work effectively as part of a team.
- Genuine interest in electrical trade and desire to learn.
- Good verbal and written communication skills.
- Good problem-solving skills.

ACCEPTANCE OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

EMPLOYEE:

DATE:

MANAGER:

DATE: