

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Electrical Tradesperson (A Grade)
<b>REPORTS TO:</b>	Managing Director
<b>DIRECT REPORTS:</b>	N/A
<b>AWARD:</b>	Electrical, Electronic and Communications Award 2010
<b>CLASSIFICATION</b>	Electrical worker grade 5

### POSITION PURPOSE

The Electrical Tradesperson is responsible for installing, maintaining, and repairing electrical wiring, equipment and fixtures in domestic, commercial and industrial environments. In doing so they must ensure that 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:

- 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.

#### 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:*

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### 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.

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### 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.

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### 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.

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### 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.
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## POSITION SPECIFIC REQUIREMENTS & QUALIFICATIONS

### Essential:

- Trade Qualification and relevant industry experience
- Valid licence to participate in electrical profession

### Desirable:

- OH&S Representative Qualification
- First Aid

## KEY SELECTION CRITERIA

- Proven experience as an electrician
- Experience in industrial and/or commercial electrical systems
- Demonstrable ability to use electrical and hand tools (e.g. wire strippers, voltmeter etc.) and electrical drawings and blueprints
- Thorough knowledge of safety procedures and legal regulations and guidelines
- Excellent critical thinking and problem-solving ability
- Excellent physical condition and flexibility to work long shifts
- Diploma in relevant vocational training or successfully completed apprenticeship as an electrician
- Valid license to practice profession

## ACCEPTANCE OF POSITION DESCRIPTION

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

EMPLOYEE:

DATE:

MANAGER:

DATE: