



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Maintenance Electrician / Instrumentation**

REPORTS TO: Team Leader Electrical Maintenance

DIRECTORATE: Infrastructure Services

BRANCH: Utilities

CLASSIFICATION: Grade 7

STAFF: Nil

| | | |
|------------------|--|--|
| CONTACTS: | Internal | External |
| | General Management and staff at all levels | Customers Consultants Contractors Government Departments Community Organisations |

POSITION OBJECTIVE:

To undertake electrical maintenance of Council's assets in a proper and efficient manner

ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM
AND PURPOSE



WE ARE OPEN, HONEST AND
RESPECTFUL



WE FOSTER WELLBEING
AND CREATIVITY



WE ACHIEVE OUR GOALS AND
SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Provision, operation and maintenance of water treatment, storage reservoirs and water reticulation pipelines throughout the Shire.
- Provision, operation and maintenance of sewerage treatment plants; pump stations and sewerage reticulation pipelines throughout the Shire.
- Provision, operation and maintenance of recycled water schemes; constructed wetlands; managed environmental areas; and land application of bio solids.
- Section 64 management and water and sewerage system planning functions.
- Provision, operation and maintenance of the Landfill and Urban Stormwater as well as Council's Buildings, Public Toilets including swimming pools etc.
- Provision of Public Space Lighting
- Provision, operation and maintenance of one urban reuse scheme; 2 constructed wetlands; one rural reuse scheme; one bamboo farm and irrigation system; one Melaleuca Regeneration project; and land application of approximately 5,000 cubic metres of bio solids per annum.
- Utilities provide an essential service which requires all Staff to be available for a rostered on call basis 24 hours/day, 365 days/year. The holder of this position will be required to work scheduled and non-scheduled overtime. Staff will not be required to work more than one (1) week in four (4) in the rostered on call system.
- Electrical maintenance of the infrastructure, plant and equipment in a proper and efficient manner.
- Electrical maintenance of the infrastructure, plant and equipment in accordance with Council's licences, policies, plans and procedures.
- To assist in the provision of frontline maintenance and support of the SCADA system; maintenance of all Water and Sewer PLC's.
- Assist with other Utilities maintenance tasks that are within your skill level as required and directed by the Supervisor.
- Recommend improvements to plant and equipment to optimise reliability and efficiency.
- Participate in Water and Sewerage forums.
- Contribute toward the achievement of team goals within the Utilities Operations team by accepting responsibility for own work and participating in a positive and ethical manner.
- Contribute to workplace change through multi skilling and mentoring/training of other employees.
- Undertake any tasks required in the case of natural disaster (flood, fire, cyclone, etc.) or major breakdown.
- Liaise with community groups and customers in the implementation of Water and Sewerage functions.
- Liaise with land owners when there is a need to enter onto private property to carry out

work.

- Be courteous and informative at all times when dealing with customers and the general public.
- Liaise with government departments, local authorities and individuals whose activities have significance for Council's operations in Water and Sewerage.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Electrical Trade Certificate.

EXPERIENCE:

- Proven successful experience in a similar role.

COMPETENCIES:

Demonstrated ability to;

- Provide electrical maintenance specialist competencies related to pumping systems and process plant; equipment and control systems.
- Determine the appropriate maintenance procedure of the plant through the use of process monitoring.
- Work in a computerised environment to monitor equipment and record data.
- Take positive action under adverse circumstances.
- Develop and implement a plan for improvement in a workplace.
- Provide excellent customer service and delivery quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

| |
|---------------------------|
| SELECTION CRITERIA |
|---------------------------|

Essential Criteria

- Electrical Trade Certificate.
- Instrumentation Certificate III.
- Demonstrated ability in the installation, calibration and maintenance of analytical process instruments. Examples: Dissolved Oxygen, Suspended Solids, PH, Chlorine and Turbidity.
- Demonstrated ability in the installation, calibration and maintenance of Transmitters for Flow, Level and Pressure.
- Demonstrated specialist knowledge of pumping systems and process plant electrical maintenance.
- Experience with RTU's, Digital Radio's and PLC's.
- Demonstrated well developed analytical skills with the ability to troubleshoot and solve problems by applying standards, practices and procedures or operating instructions and involving analysis of information.
- Demonstrated ability to work with established procedures and systems as a part of a multi-skilled team including well developed organisational and customer service skills with an ability to achieve agreed goals.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Advanced computer literacy and competent with connectivity to Serial and TCP/IP devices.
- Current Drivers Licence.

Preferred Criteria

- Confined Spaces accreditation.
- WH&S General Induction Construction Certificate.
- Experience in Water and Sewerage operations and working knowledge of SCADA systems.
- Knowledge of Allen Bradley VSD's and PLC's.
- Ability to create Electrical schematics using Auto CAD.
- Demonstrated ability to mentor / train other employees.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader Electrical Maintenance

SIGNATURE:
