

## POSITION DESCRIPTION

<b>POSITION:</b> Apprentice (Electrician)	<b>REPORTS TO:</b> Supervisor – Electrical & Telecommunications	
<b>DIRECTORATE:</b> Business Services	<b>GROUP:</b> Commercial Business Units	
<b>SECTION:</b> CitySmart Solutions	<b>GRADE:</b> Apprenticeship	<b>DATE:</b> October 2023
<b>POSITION NUMBER(S):</b>	Outdoor	Full-Time

### OUR VISION

*“Committed to the Pursuit of Excellence”*

### OUR VALUES

- ✓ CUSTOMER CENTRIC      *Our customers are at the heart of everything we do*
- ✓ ACCOUNTABILITY      *We are transparent and responsible in all that we do*
- ✓ INNOVATION      *We deliver excellence in our services through innovation*
- ✓ COLLABORATION      *We work together to seek solutions both internally and externally*
- ✓ EMPOWERMENT      *We support our people and provide them the scope to deliver outcomes.*

### POSITION OBJECTIVES

- This position will complete a four (4) year Apprenticeship and complete a Certificate III in Electrotechnology Electrician.
- Demonstrate a commitment to Council’s core values, comply with the Code of Conduct and promote the image of Council as an efficient and professional organisation.

## **KEY ACCOUNTABILITIES**

### **Work Health & Safety (WHS)**

Contribute to a safe working environment by:

- Demonstrating safe workplace practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance always with statutory and regulatory requirements and Australian Standards.

### **Customer Service**

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders, and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

### **Community Engagement**

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

### **Learning and Development (L&D)**

Support the City of Coffs Harbour as a high-performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

### **Sustainability**

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

### **Continuous Improvement**

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

### **Organisation Support**

- Support the leadership and management by:
  - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
  - Ensuring that the Code of Conduct and Fraud and Corruption policies are followed at all times.
  - Provide valued team contribution by application of performance and behaviours consistent with a local government environment, experience and industry knowledge in the application of skills and expertise.

### **KEY RESPONSIBILITIES**

- Undertake and successfully complete a four (4) year apprenticeship including the minimum three year Certificate III in Electrotechnology Electrician under a suitable National Qualification Code provided by NSW TAFE with satisfactory results in practical applications and theoretical assessments. (This will require completion of TAFE study outside of normal hours and in own time),
- Undertake a structured training and development program to learn a variety of skills to be utilised within Council.
- Carry out such duties as directed that are within the limits of the employee's skill, competence and training.
- Plan and organise materials, tools and other resources required to undertake work efficiently and safely as directed.
- Accept responsibility for the day to day activities required and undertaken at the worksite.
- Safely and competently carry out maintenance and repairs under the supervision of CitySmart manager, supervisor and technicians.
- Ensure all Work, Health and Safety policies and procedures are adhered to at all times.

### **WORKING FLEXIBILITY**

- You may be required to travel and stay away overnight for extended periods on project delivery, with applicable allowances to be available.

- You may be required to be available outside normal business hours to support CitySmart Solutions operational requirements, with applicable time in lieu or relevant overtime to be available.
- You may be required to be called out for emergency works to support CitySmart and City provision of services, with applicable award “call out” conditions to apply,

### **KEY RELATIONSHIPS**

- CitySmart - Supervisor Electrical and Telecommunications
- CitySmart - Electrical Electronic Technicians
- All City employees

### **COMPETENCIES**

#### **Qualifications:**

##### Essential:

- NSW School Certificate or equivalent.
- Current Drivers Licence (minimum Provisional P1 Licence)

##### Desirable (Hold currently or willingness to obtain with City support):

- National Construction Industry Induction (Whitecard)
- Enter & Work in Confined Space
- Work Safely at Heights
- High Risk Licence – Forklift
- Fibre Optics – Splice & termination, Inspect Clean & handle certification,

#### **Knowledge and Experience**

- Demonstrated mechanical, electrical and/or electronic aptitude.
- Ability to work independently and/or within a team environment.
- Demonstrated interpersonal skills, including oral and written communication skills

**Position Demand Analysis  
Electrical Apprentice**

<b>EXPOSURE RATING TABLING</b>			
<b>No exposure</b>	<b>Low Exposure</b>	<b>Medium Exposure</b>	<b>High Exposure</b>
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

<b>PHYSICAL REQUIREMENTS</b>					
Sedentary work lifting 0-4.5kg	3	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5-9.1kg	2	Extend arms for reaching	2	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	1	Sitting for extended periods	0	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	3	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	2	Hearing above background noise	1
Repetitive Lifting	1	Walking on uneven ground	1	Depth perception	0
Pulling Loads > 5kg	0	Frequent bending / stooping	3	Colour vision	3
Pushing loads > 5kg	0	Shovelling / digging	2	Fine manipulation	2
Lifting with trunk twisting	1	Throwing	1		
<i>USE OF PERSONAL PROTECTIVE EQUIPMENT</i>					
Safety boots / shoes	3	Dust Mask / Respirator	1	Reflective vest	3
Hard hat	2	Protective eyewear	2	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	2		
<i>EXPOSURES</i>					
<b>CHEMICALS</b>		<b>CHEMICAL NAME/TYPE</b>		<b>BIOLOGICAL</b>	
Dusts	2			Odours	2
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	1
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	2
Working with solvents	1			Possible exposure to blood / bodily fluids	0

<i>PHYSICAL/PSYCHOLOGICAL</i>					
Inside work	1	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	1	Low light areas	1
Confined spaces	1	Vibration	1	Shift work	1
Working alone	2	Working at heights	2	Use of computer for screen based activities	1
Working with hot substances	0	High Temperatures > 38 deg	1	Prolonged Driving (periods > 2hrs)	2
Working with cold substances	0	Low Temps < 3 deg	1	Violence / aggression from customers	0
Noisy work areas	2	Fatigue	1		