

POSITION DESCRIPTION

Position Title:	Electrical Fitter (PN 5054)		
Position Type:	Permanent Full-time		
Department:	Water and Sewer		
Date Approved:	August 2023		
Hours per week:	38	Award Classification:	Band 2, Level 2
FTE	1	Salary Classification	Grade 4

Position Purpose

- Participating as part of a team, or autonomously, in the maintenance and renewal of water supply and sewerage systems, to recognised health and Council standards, for the benefit of the Kempsey Shire community.
- Participating as part of a team to maintain all of Council's Water and Sewer electrical assets.

Key Accountabilities

- Installation, maintenance, repairs and upgrades to Council's electrical infrastructure.
- Actively work in a team environment to become a multi-skilled team member carrying out activities of the team and contribute to more efficient work practices and other workplace development issues.
- Using specialised skills as trained with all work completed to industry standard and AS3000, including verification testing.
- Participate in a rotating roster for after hours On-Call duties as required. (Maximum 1 week in every 4 weeks).
- Employees not required to participate in the On-Call roster will Participate in the Call Back Agreement.
- Assisting in training, mentoring, supervision and development of other staff including trainees, apprentices and labour hire.
- Actively participating in a regular performance review consistent with Council's Performance Development System and relevant Staff Policies.
- Ensuring compliance to and the maintenance of a safe and healthy workplace consistent with the requirements and obligations of the WHS Act and Regulations and related Council policies.
- Assist in achieving outputs, performance measures and objectives of the Section, Unit, Department and Council.
- Ensuring all correspondence and work orders allocated to the team member are processed in accordance with Council performance targets.
- The provision of sound, timely and accurate advice and reporting, where appropriate, to the Group Manager Water and Sewer or their delegate.
- Ensuring compliance with relevant Council Policies and procedures.
- Promoting high levels of customer service.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Essential

- Trade qualified as an Electrician
- Hold a valid Electrical Supervisor Certificate or Contractor licence
- Current Class C Drivers Licence
- General Construction Induction Card

Desirable

- HLT – Provide first aid
- UET - Perform rescue from a live low voltage panel
- RII - Work safely at heights
- RII - Enter and work in confined spaces
- RII - Operate elevating work platform
- RII - Isolate and access plant
- MSM - Issue work permits
- Accredited Service Provider level 2
- Asbestos Awareness
- Fluoride awareness
- Radiation Frequency Awareness
- Monitor and operate liquefied chlorine awareness

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Experience in the installation, maintenance, fault finding and repairs of pumping equipment and infrastructure (Water and Sewer experience highly valued).
- PLC experience would be highly desirable (Omron and Schneider).
- Demonstrated high-level customer service focus.
- Ability to accept, interpret and action verbal and written instructions.
- Demonstrated working knowledge of Workplace Health and Safety.
- Proven ability to work effectively in a team environment and promote positive workplace relations.
- Proven ability to use a computer including mobile devices and software applications (Microsoft Word, Excel, and Outlook), with an ability to learn other key applications utilised within Council (GEOSCAD). Experience with electronic job allocation and maintenance management systems will be highly valued.
- Physical capacity to work in an environment containing raw sewerage, confined spaces and heights.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Team Leader Electrical.

Supervision Exercised

- Trades Assistants
- Trainees
- Apprentices
- Labour Hire Staff
- Contractors

POSITION DESCRIPTION

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	<i>KH</i>
Position Title:	Learning and Development Officer
Date:	23 September 2025

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	<i>JP</i>
Position Title:	People & Culture Advisor
Date:	September 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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