

POSITION DESCRIPTION

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|------------------------|--|------------------------------|-----------------|
| Position Title: | Apprentice Electrical Fitter (PN 6101) | | |
| Position Type: | Temporary Full-time (4 years) | | |
| Department: | Water and Sewer | | |
| Date Approved: | September 2025 | | |
| Hours per week: | 38 | Award Classification: | Band 1, Level 1 |
| FTE | 1 | Salary Classification | Grade T1 – T10 |

Position Purpose

Work as part of the Trade Services team maintaining Council's water supply, sewer treatment and recycled water treatment systems, working to health, environmental, safety and Council standards, for the benefit of the Kempsey Shire Community.

The position is responsible for:

- Completion of an Electrotechnology Electrician apprenticeship training program leading to a qualification as an Electrical Fitter tradesperson.
- Assisting in the installation and repairs of the Water and Wastewater assets throughout the shire.

Key Accountabilities

- Undertake and complete a Certificate III in Electrotechnology Electrician– at TAFE. The course will be conducted at the Port Macquarie TAFE campus, the successful applicant will be required to abide by all TAFE policies and regulations applicable to the course of study and to meet the standards required to achieve the awarding of the certificate.
- Practical application of the skills in the workplace assisting Council's Electricians in the servicing and repairs of Council's Water and Wastewater Assets.
- Maintain in good condition any of the Council's equipment under the control of the employee.
- Assist in maintaining the work area in a safe and tidy manner.
- Exhibit a high-quality work ethic and integrity, together with a willingness to learn and adapt to a variety of work tasks.
- Perform the duties in respect to operating in an environment containing raw sewage.
- Ensuring compliance with relevant Council Policies.
- 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)

Qualifications

- Minimum completion of Year 10 education (Year 12 preferred).
- Demonstrated achievement in Mathematics and Science (education transcript to be provided).
- Current Driver's Licence, or willingness to obtain and maintain.
- Commitment to completing a Certificate III in Electrotechnology Electrician.
- Possession of a General Construction Induction Card (White Card), or willingness to obtain.
- Willingness to participate in all training and development identified through Council's Training Needs Analysis and as required for the role.

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

- Demonstrated genuine interest in the electrical industry.
- Ability to complete theory and practical work units associated with the Certificate being studied.
- Good verbal and written communication skills.
- Positive attitude with the ability to be an active and effective team member.

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


The following roles report to the Apprentice Electrical Fitter:

- Nil

Position Description Endorsement


Learning and Development

Position Description reviewed and approved by:

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|------------------------------------|---|
| People and Culture Representative: |  |
| Position Title: | Learning and Development Officer |
| Date: | 23 September 2025 |

People and Culture

Position Description reviewed and approved by:

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| People and Culture Representative: |  |
| Position Title: | People and Culture Advisor |
| Date: | 24 September 2025 |

Role Authorisation

«InternalApprovalSignature_tag»

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.

«CandidateSignature_tag»