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| **Employee #** |  |  |  |  |  |  |

**Job description**

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| --- | --- | --- | --- |
| **Job title** | **Electrician** | **Site name** | **INSERT SITE NAME** |
| **Employee name** | **INSERT NAME** | **Business sector** | **INSERT SECTOR** |
| **Responsible to** | **INSERT NAME/TITLE** | **Work level**  | **In-unit level**  |
| **Overall purpose of the role**An Electrician is an employee who plans the layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment in accordance with all relevant standards. This role requires a pro-active approach to safety and adherence to our safety culture behaviours. |
| **Role duties and requirements** |
| **Study blueprints, sketches, or building plans to prepare for fabrication.*** Identify dimensions of structure or fixture to be fabricated.
* Select material required, (e.g. lumber or fibreboard)

**Plan new or modified installations.*** Minimise waste of materials
* Provide access for future maintenance.
* Avoid unsightly, hazardous, and unreliable wiring.
* Act in accordance with specifications and local electrical codes

**Ensure concealed wiring is installed before completion of future walls, ceilings, and flooring.*** Prepare sketches showing location of wiring and equipment, or
* Follows diagrams/blueprints.

**Install electrical conduits.*** Measure, cut, bend, thread, assemble conduit.
* Pull wiring through conduit.

**Splice wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps.****Connects wiring to lighting fixtures and power equipment.****Install control and distribution apparatus such as switches, relays, and circuit-breaker panels.****Connect power cables to equipment, such as electric range or motor, and install grounding leads.****Work Collaboratively with the Regional Electrical Nominee to attain test results suitable for submission as required for the jurisdiction and assist with incident investigations, as required**  | **Testing in accordance with Australian Standards****Observe functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement.****Repair faulty equipment or systems****Apply basic communication skills.** * Receive and relay information.
* Follow routine instructions.
* May be required to draft simple correspondence.

**Maintain a clean workshop and equipment.*** Ensure workshop housekeeping to the highest standard.
* Ensure equipment is maintained and calibrated as required and securely stored.
* Ensure waste and recyclable items are safely stored and disposed of as required.

**Maintain vehicle.*** Perform pre-start inspection daily.
* Perform weekly inspections and forward results to Administration.
* Clean vehicle as required.
* Operate vehicle in accordance with state road rules.

**Work with colleagues and customers*** Communicate effectively in the workplace.
* Maintain personal presentation standards.
* Work effectively in a team.

**Follow company policies and procedures.** **Perform other duties within his/her capabilities as required by supervisor or manager.** |
| **Health and safety responsibilities** |
| **Follow Compass health, safety, and security procedures.*** Adhere to health, safety, and security procedures.
* Complete all required food safety training to meet company compliance standards.
* Identify and report all hazards.
* Maintain safe personal presentation standards.
* Must be safety conscious and carry out job safety and as per all applicable standards.
* Provide feedback on health, safety, and security.
* Report all incidents immediately.
* Follow safe manual handling practices.
* Use correct PPE.
* Utilise all relevant isolation procedures and equipment (adopt client-based standards if higher than Compass).
* Fill out all appropriate permits and logs where required.
* Comply with testing and tagging procedures equipment (adopt client-based standards if higher than Compass).

**Promote and maintain our safety culture by*** Ensuring compliance
* Encouraging the team
* Promoting risk awareness and
* Involving the team

This will be achieved by personally demonstrating the unit management behaviours detailed in the Compass Group our safety culture framework document and encouraging your reports to always carry out the Everyone behaviours. | **Health and safety documents****Safety-012 Risk assessment operations (1).docx****Safety-013 Hierarchy of control.docx****Safety-014 JSEAS and SWSPS.docx****Safety-016 Personal protective equipment (PPE).docx****Safety-019 Isolation - plant and equipment.docx****Safety-021 Operation of plant and equipment.docx****Safety-026 Incident reporting, management and record keeping (1).docx****Safety-054 Test and tag.docx****Safety-055 Electrical maintenance.docx****Safety-056 Electrical work - construction and demolition sites.docx****Safety-057 Calibration of inspection, measuring and test equipment (1).docx****Safety-058 Electrical work - live.docx****Safety-059 Electrical work - installations.docx****Safety-063 Working at heights.docx.****Safety-070 Confined space entry (1).docx****Safety-071 Permit to work (1).docx****Safety-073 Excavation and trenching.docx****Safety-095 Fatal risk and critical control.docx****Safety-018-Plan-001 Electrical Safety Management Plan.pdf****Safety-001-GDE-004 Health and safety standards - electricity.PDF** **Safety-095-HBK-001 Fatal risk and critical control pocketbook****This list is not comprehensive, and the documents are reviewed regularly.****(Please add site specific safety documents here)** |
| **Skills and experience** |
| **Essential**  | **Desirable** |
| * Trade qualification relevant to state
* Hold a current Refrigerant Handling Licence
* Electrical License relevant to state
* Current Low Voltage Rescue
* Current CPR training
* Minimum 3 years’ experience in a similar role
* Team player and able to work autonomously.
* Flexible approach and attitude
* Good communication skills
* Hard working
* Physically fit and reliable
* Add one or more items here.
 | * Dual trade ticket
* Add one or more items here.
 |
| **Learning and development requirements** |
| * Compass corporate orientation
* Behavioural observations
* Emergency response
* Incident reporting
* Job safety and environmental analysis (JSEA)
* Managing hazards
* OH&S for safety representatives.
* Relevant toolbox topics
* Safe systems of work
 | * Confined space training
* Elevated work platform
* Hot work training
* Personal gas monitoring training
* Working at heights training

**As required, depending on site and/or client*** First aid
* Forklift license
* Safety awareness training (Blue Card)
 |
| **Award/agreement classification** |
| **Please consult the People Team.**  |
| This role profile is a guide to the work you will initially be required to undertake. It may be changed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your manager. It does not form part of your contract of employment. |
| **Employee declaration** |
| **I have read and understood my position description:** |
| Signature: |  | Date: |  |  |  |