

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Technical Lead - Auto Electrical
Position Number	004662, 004681
Business Unit	Business and Executive Services
Branch / Section	Engineering and Fleet Services (EFS)
Location	Cambridge (South)
Immediate Supervisor	Unit Coordinator - Auto Electrical
Award	Tasmanian State Service Award
Employment Conditions	Full Time, Permanent, Fixed Term
Classification	TSSA General Stream Band 4

Focus:

Lead major technical work programs within the Engineering and Fleet Services business unit and undertake associated technical work to support completion of these work programs.

Primary Duties:

- Undertake technical work and associated programs in line with workplace priorities, guidelines, service level agreements and complete inspection and certification work as per business unit and legislative requirements.
- Lead major technical work programs and projects within the EFS business unit and across EFS business units, by providing high level technical skills and advice in accordance with standards, practices and guidelines.
- Liaise with management, staff and external stakeholders to address concerns and provide expert technical advice on projects to Unit Coordinators and Area Managers.
- Develop, maintain and implement appliance manuals, project schedules, guidelines, procedures and practices in conjunction with requirements, staff, Unit Coordinators and Area Managers.

- Assist with procurements, training and guidance of apprentices and less experienced staff.
- Prepare and complete time sheets and job cards including the accurate recording of parts and labour for all work allocated and assist with the ordering, receipting and recording of stock and other consumable stores in accordance with Departmental requirements.
- Assist during emergency situations including wildfire and participate in work outside of normal business hours, as required.

Scope of Work:

As part of a team, is responsible for leading major technical work programs and projects and undertaking associated technical work to support project outcomes in accordance with relevant policies, guidelines, regulations and standards.

Direction and Supervision

Receives general supervision and task allocation from the Unit Coordinator but may be required to work without direct supervision on occasions.

Selection Criteria

1. Appropriate trades qualifications and experience with leading technical projects and works associated with emergency services vehicles and specialised operational equipment.
2. Demonstrated knowledge of relevant technical standards, quality and regulations, with proven competence to achieve these standards when undertaking technical work programs in relation to emergency services vehicles.
3. Demonstrated experience in providing specialised technical advice, and leadership skills to support less experienced staff and apprentices to complete technical projects to a high standard.
4. Sound interpersonal, written and communication skills, with ability to follow instructions and work as part of a team in an emergency services environment.
5. Demonstrated ability to show initiative, flexibility, self-motivation, have an appropriate response during emergencies, work as part of a team and unsupervised in the field.

Qualifications and Experience

Trade qualifications are essential, relevant to EFS business unit of auto electrical.

Essential Requirements:

Pre-Employment Checks

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;
- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

Code of Conduct

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different

emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

E BAKER
DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: