

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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Title	Automotive Electrician – Emergency Services Vehicle Technician
Position Number	001128, 002603, 002999
Business Unit	Fleet and Engineering Services
Branch / Section	Business and Executive Services
Location	South
Immediate Supervisor	Supervisor
Award	Tasmanian State Service Award
Employment Conditions	Full Time. Permanent or Fixed Term
Classification	Band 3

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### **Focus:**

Undertake automotive electrical work, maintenance tasks and preventative maintenance of the operational and support vehicle fleet. Assist in the installation, commissioning and decommissioning of operational and support vehicles.

### **Primary Duties:**

1. Carry out electrical fabrication work and programs in a timely and cost effective manner.
  2. Installation, commissioning, maintenance and removal of communication and electronic equipment associated with the vehicle fleet.
  3. Inspect, diagnose, modify and repair and test electrical components across the vehicle fleet including fire appliances, cars, motor cycles, small engines and specialised operational vehicles and equipment .
  4. Assist with the training and supervision of apprentices or less experienced staff.
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5. Assist with the ordering, receipting and recording of stock and other consumable stores in accordance with Departmental policy and practice.
6. Complete time sheets, vehicle log books and job sheets.
7. Assist with the vehicle build program and carry out modifications and refurbishment to the vehicle fleet as required.

### **Scope of Work:**

Responsible for the satisfactory completion of tasks in a timely manner and for contributing to the effectiveness of the work team.

### **Direction and Supervision**

Receives general supervision and task allocation from the Supervisor or EFS Manager but may be required to work without direct supervision on occasions.

### **Selection Criteria**

1. Appropriate trades qualifications with proven competence and contemporary experience in automotive electrical work.
2. Experience with contemporary electronic and communications in-car equipment or the ability to acquire such knowledge.
3. Ability to work as an effective member of a team in an environment of sensitivity, confidentiality, competing priorities deadlines and change.
4. Sound interpersonal skills, with written and oral communication ability.
5. A knowledge of electrical systems of work or the ability to quickly acquire same.

### **Qualifications and Experience**

Automotive electrical trades qualifications are required.

## 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

Work will be undertaken within a team of tradespeople either in a workshop environment or in the field. The occupant will be required to participate in an on call roster and work out- side normal hours in emergency circumstances.

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*.

It consists of three operational services: Tasmania Police, Tasmania Fire Service, and State Emergency Service. 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 and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees and volunteers. The Department is focused on reducing the impact of crime, improving the level of public safety and traffic law compliance, and enhancing emergency management and security capabilities. DPFEM works to make our community safe and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where members 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.

During the 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.

A17/91598

Approved

**Donna Adams**  
DEPUTY SECRETARY  
BUSINESS AND EXECUTIVE SERVICES

Date: 21 June 2017