



Position Description

Electrician

Operational Services, Wagga Wagga

Division Of Facilities Management

Classification	Level 4
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Employment Screening - Functional Assessment
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	May 2024



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• Engagement• All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment

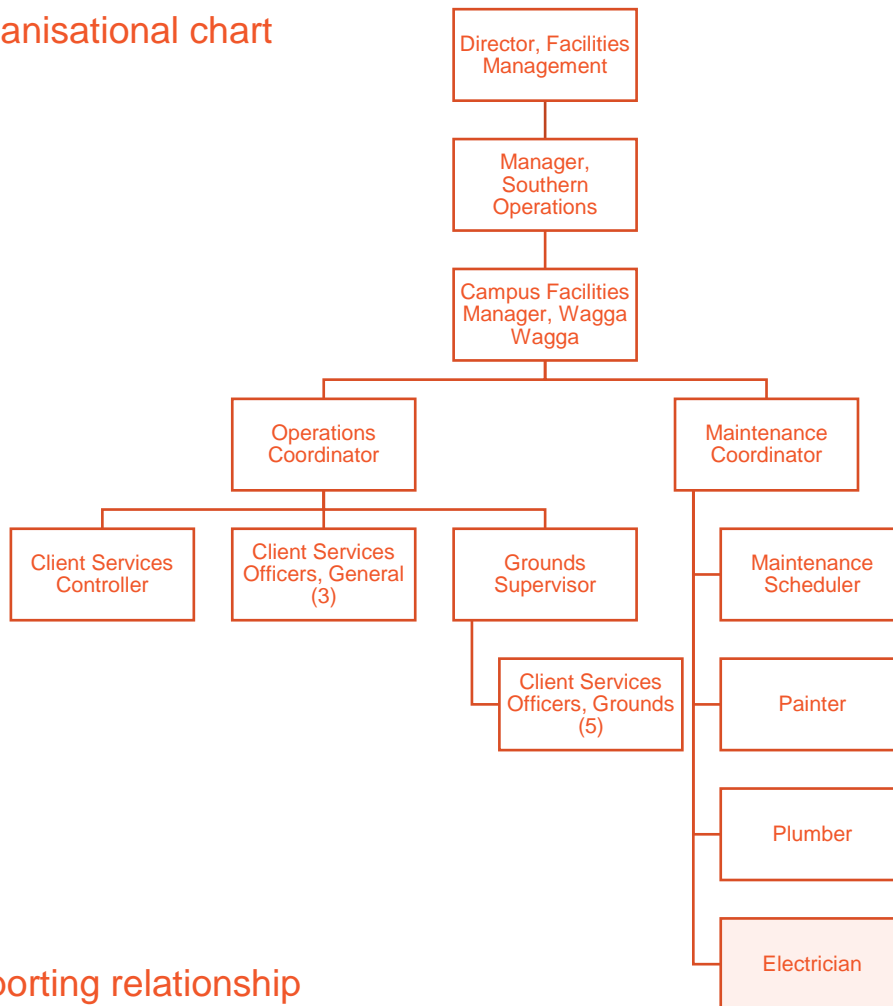


Facilities Management

The Facilities Management team develops and maintains the campuses of Charles Sturt University to provide a conducive and sustainable environment for safe living, learning, teaching and research. The department plans, maintains, designs, and constructs the buildings and environments on our campuses.

The Operational Services team provides stewardship of campus facilities by ensuring all resources are effectively and efficiently operated and maintained. This is done through leadership, management, and technical knowledge to maintain and operate Charles Sturt University's built environment and infrastructure.

Organisational chart



Reporting relationship

This position reports to: Maintenance Coordinator

This position supervises: Nil

Key working relationships

- Other staff within the Maintenance Team
- Operations Coordinator and team



- Energy Manager
- Laboratory Managers
- Residential Life Coordinator

Position overview

The Electrician is responsible for ensuring timely delivery of responsive and preventative maintenance on plant and equipment in accordance with the priorities determined by the Maintenance Coordinator. The Electrician is also responsible for a range of administrative tasks such as procurement of stores and spare parts, storage and update of technical records, drawings, and operating procedures and to ensure appropriate records are maintained in accordance with established standards and legislative requirements. The University has a broad range of equipment that requires responsive and planned maintenance. The incumbent in this position is required to work alone and with other maintenance staff in multi skill situations, therefore proactive compliance with safe work practices and procedures and the ability to cooperate, lead and work with other staff is essential.

Principal responsibilities

- Undertake first fix, final fix, install, test and commissioning of electrical installations in a time critical, customer focused environment.
- Perform technical and statutory inspections and tests on electrical equipment and provide certification and/or reports as necessary.
- Assist the Maintenance Scheduler in the timely ordering of electrical services materials and labour and provide quality technical advice and liaison with suppliers and contractors.
- Undertake the day-to-day maintenance and repair of building services installations, including lighting, power, general lighting, emergency lighting systems, low voltage reticulation, plant and equipment, air handling equipment, generators and switch gear, electrical motors and instrumentation, water pumps, etc. in accordance with the relevant Australian Standards, Occupational Health and Safety legislation, manufacturer's specifications and industry Codes of Practice.
- Apply an in-depth knowledge of electrical, security, safety, monitoring and HVAC control systems and equipment and utilise system capacities to maximise energy efficiency, system reliability and ensure client satisfaction.
- Ensure the allocated Electrical work point within the workshop is clean, tidy & is a safe working environment and that work is carried out in a safe manner.
- Participate in the implementation of EEO and Affirmative Action programs as appropriate to the Division of Facilities Management.
- Assist to create a culture of service excellence within the Division and actively participate in the Department's continuous improvement service model.



- Undertake skills training and personal development activities to maintain skills and accreditation currency and to develop personal effectiveness and assist the improvement of performance in the role.
- Undertake any other duties which are within the incumbent's capabilities and capacity.

Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.
Cope with pressure and setbacks	Cope with pressure, keep emotions under control, balance work and personal life, stay optimistic, handle criticism.
Achieve personal work goals and objectives	Accept and tackle demanding goals, work hard, make the most of development opportunities, seek progression.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting heavy items.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.
- Be physically fit and mobile to be able to perform heavy lifting, access manholes, climb ladders, work at heights, and withstand adverse weather conditions when required.
- Possess to the ability to differentiate colours. A colour perception test for electrical/electronic tradespersons may be required. The applicant should also be capable of withstanding adverse weather conditions when required.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of a trade certificate and accredited apprenticeship and demonstrate subsequent relevant experience leading to the development of areas of specialisation through depth of skills or to the application of skills normally associated with a number of separate trades; or completion of a post trade certificate or diploma and subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Experience planning, scheduling, and supervising the implementation of preventative and reactive Electrical maintenance programs, processes and regimes.
- C. Demonstrated ability to interpret electrical schematic drawings, mechanical system drawings and specifications and in complex fault-finding techniques and ability to provide competent technical advice to managers, clients, and colleagues.
- D. Experience in the co-ordination of day labour and contract trade personnel involved in the maintenance of commercial and/or educational facilities.
- E. Demonstrated experience in the operation of Building Management Systems (BMS).
- F. Excellent verbal and written communication, interpersonal skills and customer service skills.
- G. Demonstrated computer skills, including the use of spreadsheets, email, work order processing and word processing programs and use of the internet for sourcing parts and operation manuals and for equipment and systems investigations and sourcing.
- H. A current Class C Driver's Licence.

Desirable

- I. Demonstrated experience in the use of Computerised Maintenance Management Systems. (CMMS)
- J. Completion of an Electrical Engineering or Industrial Electronics certificate/diploma or equivalent.
- K. Working at Heights and/or Confined Spaces certification.
- L. Asbestos awareness certification.



Brisbane

New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Sydney

Goulburn
NSW Police Academy

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta
Regional Study Centre

Victoria

Melbourne

● - Capital city ● - Campus location

