

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE **Power Co-Ordinator – Electrician**

REVIEW DATE **20/06/2018**

REPORTS TO **Essential Services Operations Manager**

POSITION DESCRIPTION

Position purpose ***Responsible for the supervision and co-ordination of all contractual, breakdown and project works relating to the power infrastructure. Responsible for the reporting and auditing requirements of all above related works.***

Main tasks Core objectives include:

- Check and approve jobs for sign off
- Comply with Corporation policies and procedures
- Contribute to the development of quotes and tenders
- Co-ordinate and provide supervision to the power personnel in support of the power crew and sub-contractor staff in regards to power infrastructure.
- Develop and execute tender information and quotes
- Ensure a high level of health safety and environmental standards are maintained across the Essential Service division
- Ensure all required maintenance and/or repairs are completed in a timely manner and comply with industry standards/regulations
- Ensure all works are completed in a timely manner, within budget constraints and comply with industry standards/regulations
- Ensure all works related documentation is completed correctly in a timely manner, including but not limited to, JSEAs, Pre-Start Briefings, Community Sign-off Sheets, etc.
- Ensure appropriate training for staff is identified and implemented in conjunction with Human Resources
- Implement and comply with the Corporation's Policies and Procedures
- Implement the Corporations visions and goals to ensure growth of the company
- Liaise effectively with all community representatives and members and contractors
- Liaise effectively with all community representatives, clients, project managers, suppliers, contractors, sub-contractors, staff members to ensure a co-ordinated implementation of works being carried out by the Corporation
- Meet Corporation minimum standards of delivering a quality service

- Promote Occupational Health and Safety across the Corporation to ensure a safe working environment for all
- Promote the interests and services of the Corporation to clients, potential clients and the wider community
- Regularly report to divisional Supervisor and/ or Co-ordinator in regards to works being delivered
- Regularly report to the Operations Manager in regards to works being managed
- Sign off on staff time sheets and staff related paperwork
- Work effectively in a team environment

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Trade Qualifications (Electrical)
- Current Provide First Aid, CPR and Low Voltage Rescue certifications
- Current "HR" Class Drivers Licence (desirable)
- Electrical Contractors Nominee License
- Breathing Apparatus (desirable)

Experience

- Demonstrated experience working a similar role (minimum 5 years)
- Demonstrated analytical and time management skills
- Demonstrated computer literacy in Microsoft Office Suite
- Demonstrated experience in ensuring scheduled and unscheduled maintenance/service works are completed within a busy work environment
- Demonstrated experience in working with and co-ordinating work crews, schedules and dealing with asset breakdowns
- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
- Demonstrated skills and experience in staff supervision
- Demonstrated understanding of electrical installations, safety testing and checks
- Demonstrated verbal and written communication skills
- Experience and knowledge of telemetry, remote monitoring systems and generator controllers
- Experience in all aspects in AS/NZS 3000 electrical wiring rules
- Experience in diesel generation systems
- Experience in power industry
- Experience in power station control management and maintenance

Knowledge

- An understanding and appreciate of the socioeconomic status and traditions of Indigenous Australians and ability to communicate effectively with Aboriginal people.

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- An understanding of essential services infrastructure
 - An understanding of works based service contracts
- Skills & competencies**
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- Ability to build rapport with colleagues, suppliers and community members
 - Ability to manage competing priorities within a strict budget, tight timeframes and to change priorities at short notice
 - Confident manner
 - Excellent attention to detail
 - Organisational and time management skills
 - Positive approach to change
 - Professional approach
- Other**
- Current forklift license (desirable)
 - Current National Police Clearance (essential)
 - Pre-employment medical including a drug and alcohol test (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

**SIGNED BY AN AUTHORISED REPRESENTATIVE OF PILBARA META MAYA REGIONAL
ABORIGINAL CORPORATION**

.....
Chief Executive Officer

.....
Date