

# Form Position Description

ABN 63 954 974 254  
ICN 2256



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**JOB TITLE**                      **Water and Waste Water Electrical Co-Ordinator**

**DATE**                                **20/06/2018**

**REPORTS TO**                    **Essential Services Operations Manager**

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## POSITION DESCRIPTION

**Position purpose**                      ***Responsible for the co-ordination of all contractual, breakdown and project works relating to the water and wastewater electrical 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
- Co-ordinate and provide supervision to the water and wastewater electrical personnel in support of the water crew and sub-contractor staff in regards to water and wastewater electrical infrastructure.
- Develop and execute tender information and quotes
- Ensure all works are completed in a timely manner, within budget constraints and comply with industry standards/regulations
- 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
- In the absence of the Water and Wastewater Supervisor, assume that responsibility
- 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
- 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 the Operations Manager in regards to works being managed
- Sign off on staff time sheets and staff related paperwork

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.

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**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 (desirable)
  - Breathing Apparatus (desirable)
- Experience**
- Demonstrated analytical and time management skills
  - Demonstrated computer literacy in Microsoft Office Suite
  - Demonstrated experience in the operation and control of liquefied chlorine gas disinfection
  - Demonstrated experience in developing quotes and tenders
  - Demonstrated experience in ensuring scheduled and unscheduled maintenance/service works are completed within a busy work environment
  - Demonstrated experience in scheduling
  - Demonstrated experience in working with and co-ordinating work crews, schedules and dealing with asset breakdowns
  - Demonstrated skills and experience in staff management
  - Demonstrated verbal and written communication skills
  - Experience in commercial and industrial electrical
  - Experience in telemetry, remote systems and industrial controllers
  - Experience in water and wastewater industry
  - Experience with chlorine gas water and disinfection systems
  - Experience with reverse osmosis and or EDR water treatment plants
  - Project management skills and experience
- Knowledge**
- An understanding of and ability to communicate effectively with Aboriginal people
  - An understanding of essential services infrastructure
  - An understanding of works based service contracts
  - Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
- 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.
  - **Commerciality:** ability to apply knowledge in a practical, commercial manner.
  - **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 manage competing priorities within a strict budget, tight timeframes and to change priorities at short notice
- Confident manner
- 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