

Electrician

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.

Employee Name: TBA

Date PD Issued: 27/04/2021

Position: Electrician

Host Employer: Windmill & Irrigation

Supervisor: Ben & Daniel Zappelli

Host Employer Address: 11 Hugh Murray Drive, Colac East 3250

Westvic Staffing Solutions Labour Hire and Recruitment Consultant: Ben Powell

Duties of Position:

Electricians can install, maintain, repair, testing and commission of electrical and electronic equipment and systems for industrial, commercial and domestic purposes. Work on electrical transmission and distribution equipment may also be involved.

Tasks Involved:

- Read electrical, architectural and mechanical diagrams, drawings or specifications to determine job requirements.
- Plan the layout of wiring systems.
- Test for, locate and repair electrical malfunctions.
- Install electrical and electronic control systems.
- Assemble and fabricate electrical and electronic components and appliances.
- Connect electrical equipment to power supplies.
- Maintain automated production processes.
- Maintaining & repairing machines
- Mark the shape and dimensions of a part to be machined by studying blueprints and using measuring instruments
- Assemble and fit machined parts using drill holes and tap threads, if necessary, for bolting parts together
- Check tightness of joints and operation of moving parts, and file or chisel parts to make final adjustments if the fit is not perfect
- Cut, thread, bend and install hydraulic and pneumatic pipes and lines
- Clean and lubricate assembled articles
- Shrink-fit parts during assembly, using oxy-acetylene torches and presses, dry ice and carbon dioxide freezing
- Manufacture, repair and fault-find hydraulic and pneumatic equipment
- Operate powered machines which may be manually, or computer controlled
- Erect machinery and equipment on site
- Inspect machinery regularly and make any adjustments or repairs needed, by removing any worn or damaged parts to install replacements, by sending a damaged part to the machine shop for repair or by doing the repair work themselves

Work Conditions:

Electricians work in workshops, production areas and on-site that can be noisy, hot and dusty. They usually spend most of their day standing and often need to bend, crouch or climb. Some may be required to work in confined spaces or at heights, and many work shifts. They may work in a team or alone. Electricians must be aware of safety regulations and must wear supplied protective equipment to minimise heat and noise levels, and guard against corrosive chemicals.

Personal Requirements:

- Enjoy technical activities
- Physically fit
- Strength to handle materials, tools and machines
- Good hand-eye coordination
- Able to work in a team
- Able to work independently
- Patience
- Accuracy
- No skin or breathing allergies
- Safety Conscious

Key Selection Criteria:

Qualifications and Licenses Required:

- Trade Qualified preferred
- Drivers Licence
- MR Truck Licence (highly regarded)
- Forklift Licence (highly regarded)

Workplace Health and Safety:

- Follow Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with-in the workplace to the Employer without delay.

Additional Information

- **Hours Per Week: 40 Hours (with 2 hours contributing to RDO. (7:30am to 4:00pm, 30 minutes for lunch)**
- **Days per Week: (e.g. Mon-Fri) Monday - Friday**
- **Rostered Days off: RDO are scheduled to be taken generally last week of the month (April to September) 2 days at a time (making six 4-day weekends)**
- **Award / Agreement: Manufacturing and Associated Industries and Occupations Award 2010**
- **Superannuation: 9.5%**
- **Commencement Hourly Rate: Subject to experience**
- **Allowances: Nil**

Copy to: Employee Employer Main File