Apprentice Electrician
POSITION DESCRIPTION



Position Number:	3986
Department:	Regional Services
Section:	Fitzroy River Water
Unit:	Mechanical, Electrical and General Maintenance
Position Status:	Fixed Term – Full Time (5 years)
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Supervisor Electrical Maintenance
Revised:	August 2024

General Position Statement

This position supports Council's direction by providing an opportunity for the apprentice to develop skills, knowledge, and attributes necessary for the completion of a Electrotechnology/Instrumentation Apprenticeship.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Actively engage in training and development in the workplace by seeking and receiving advice from co-workers, on-the-job training, completing course modules, participating in formal training sessions, and meeting the requirements of the Training Plan.
- Commitment to undertaking all apprenticeship requirements and the successful completion of the apprenticeship.
- Develop skills to perform a wide range of electrical installation and maintenance of various Council assets.
- Operate electrical/electronic test equipment including, but not limited to, multimeters, recorders, and calibrators.
- Contribute to a customer service focussed culture that is committed to Council's values.
- Strong commitment to Workplace Health and Safety practices.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence, and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to work within a team environment.
- A genuine interest in the electrical field.
- Ability to complete relevant national competency standards and training plans.
- Numeracy, written and verbal communication skills.
- Interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
- Ability to accurately complete/follow instructions and prioritise tasks.
- Developing knowledge of work practices and policies relevant to the Section/Unit.
- Underpinning skills as specified in the relevant competency standards.
- Ability to attain knowledge in accordance with the Electrotechnology apprenticeship and training plan.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost, and quality.
- Ability to effectively operate Council's computer systems including the MS Office Suite.

Desirable Qualifications and Experience

- Hold a Construction Industry Induction (White Card).
- Minimum educational requirements – Year 10 with passes in a recognised course in Advanced Maths.
- Completion of Certificate II in Electrotechnology.

Behaviours

- *Customer Service* – Ensure services delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor/indoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting, working in confined spaces, and working at heights.
- Should the requirement to work in confined spaces be a mandatory requirement of this role, the absence of facial hair below eye level is necessary to ensure an appropriate facial seal when using routine or emergency breathing apparatus.



Additional Requirements

- Ability to work in an outdoor environment.
- Ability to work in a workshop environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised in accordance with Council’s Occupational Risks and Immunisation Register.
- Provision of a satisfactory Criminal History Check – Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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P: 07 4936 8352 | **E:** employment@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au/AboutCouncil/Careers/Vacancies

Job Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose assessing your suitability for employment with Rockhampton Regional Council. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Lodgement Details						
Please complete this Job Application Form and submit with your application to the vacancy you are applying for. If you are having any issues uploading this document, please email it to employment@rrc.qld.gov.au or drop it in in person at City Hall, 232 Bolsover Street, Rockhampton.						
Position Details						
Position title:						
Position reference no:			**Closing date:**			
Applicant Details						
Contact name:						
Title:	☐ Miss	☐ Ms	☐ Mrs	☐ Mr	☐ Other	
Postal address:						
Preferred contact number:			Alternate contact number:			
Email:			Date of birth:			
Are you currently employed?			☐No ☐Yes			
If you are employed at what capacity?			☐Casual **whilst at school** ☐Casual ☐Part time > 25hrs ☐Part time < 25hrs ☐Fulltime			
Are you eligible to work in Australia, or currently hold a working Visa?				☐ No	☐ Yes	
If no, please provide details:						
Visa number:			Expiry date:			

Do you hold a current driver's licence?	☐No ☐Yes
If yes, what type?	☐ L (learners) ☐ P1 (red P's) ☐ P2 (green P's) ☐ P (probationary) ☐ O (open)
If yes, what class?	☐ C (manual car) ☐ CA (auto car) ☐ RE (restricted LAMS approved motorbike) ☐ R (unrestricted any size motorbike) ☐ LR (light rigid truck) ☐ MR (medium rigid truck) ☐ HR (heavy rigid truck) ☐ HC (heavy combination truck) ☐ MC (multi-combination truck)

Do you hold any full qualifications? (e.g. Certificate, Diploma or University Degree):	☐ No ☐ Yes

If yes, please provide details of all qualifications currently held:

_____

_____

Equity and Diversity

Do you identify with the following groups:	
Young person (aged 15-24 years)	☐ No ☐ Yes
Aboriginal and Torres Strait Islander:	☐ No ☐ Yes
Migrants and refugees from culturally and linguistically diverse backgrounds:	☐ No ☐ Yes
Person with a disability:	☐ No ☐ Yes
Displaced worker (lost employment with another employer):	☐ No ☐ Yes
Woman re-entering the workforce:	☐ No ☐ Yes
Long term Unemployed	☐ No ☐ Yes
Mature-age job seeker (aged 45 years or older	☐ No ☐ Yes
Veterans, ex-ADF personnel and their families	☐ No ☐ Yes

Additional Information *(please note if you answer yes to the below, your former supervisor will be contacted for a reference)*			
Are you currently, or have you been, employed by Rockhampton Regional Council or have you ever been engaged by Council as a labour hire employee?		☐ No ☐ Yes *(If yes, please provide role details below)*	
Position title:		Department:	
Start date:		End date:	
How did you become aware of this vacancy?	☐ RRC website	☐ The Hub	☐ The Morning Bulletin
	☐ Employee referral	☐ Seek	☐ Social media
	☐ LG jobs website	☐ Agency	☐ Other:

Declaration

I acknowledge that, prior to appointment to any position at Rockhampton Regional Council, certain pre-employment checks may need to be undertaken.

I hereby give consent to the following:

- The collection, by Rockhampton Regional Council, of personal information about me;
- The collection, by Rockhampton Regional Council, of background information about me;
- My personal details to be disclosed to an authorised Rockhampton Regional Council provider for the purposes of undergoing pre-employment screening.
- A Criminal History Check to be undertaken by Rockhampton Regional Council.

I also acknowledge that Rockhampton Regional Council may, by notice given to me, require me to provide to Rockhampton Regional Council further documentation relating to me within a reasonable time stated in the notice.

I certify that the information I have provided is true and correct.

Name:	Date: