

Electrical Technical Officer POSITION DESCRIPTION



Position Number:	4041
Department:	Organisational Services
Section:	Fleet and Facilities
Unit:	Facilities
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Supervisor Electrical
Revised:	August 2025

General Position Statement

This position provides effective management and delivery of electrical capital and operational projects from design to construction including lighting programs. Responsibilities include preparing scopes of work, managing tenders and contracts, and coordinating contractors to ensure timely, safe, and compliant outcomes. The role applies industry knowledge in a professional, efficient, and confidential manner.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

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

- Prepare or oversee the preparation and administration of scope of works including project briefs, design requirements and approvals, specifications, quote and tender documents, and contracts for electrical projects including supervision of contractors for Electrical projects.
- Undertake tender evaluation and contract administration for approved projects.
- Undertake the role of the Contract Superintendent representative for projects supervised by the Electrical team, to ensure successful delivery of projects in accordance with approved timelines and budget.
- Liaise with contractors and stakeholders in relation to any outstanding issues with all electrical projects (including for the wider Fleet and Facilities team) with regard to progress around completed projects, ensuring effective communication with relevant stakeholders.
- Liaise with electrical consultants for electrical design works required across Council
- Coordinate project works performed to ensure compliance with relevant legislation, standards, guidelines and approvals.
- Prepare reports on project status, variances and recommendations, with regular reporting to the unit and section management as specified.
- Provide progress reports to project owners on a monthly or agreed basis.

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- Ensure all works are delivered in accordance with Council's Operational Plans, values, policies and procedures.
- In consultation with stakeholders; consultants, if required; and management develop scope of works forecast programs and plan for other capital and operational works projects for inclusion in budget submissions.
- Ensure all permits and documentation required by state agencies are obtained and completed.
- Ensure all electrical works across Fleet and Facilities and Civil Operations is in accordance with relevant legislation, Australian Standards and the Electrical Safety Act & Regulations.
- Provide support to the electrical team with general electrical and maintenance work during peak periods and during staff leave periods.
- Maintain all documentation in accordance with Council's Safety systems and Electrical Safety Act
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

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

Skills/Competencies

- Substantial knowledge and experience in the electrical industry
- Demonstrated research and analytical skills in order to carry out projects as required.
- Demonstrated ability to negotiate with and work cooperatively with consultants, contractors, members of the public, government agencies and businesses.
- Ability to manage projects and supervise electrical works.
- Substantial knowledge of Tenders and Contract preparation and administration.
- High level of communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Knowledge of work practices, procedures, legislations and Awards relevant to the work area.
- Substantial knowledge of domestic, commercial and industrial installations and general switch board construction.
- Ability to contribute to a positive safety culture.
- Demonstrated knowledge and insight into working and maintaining Council assets such as swimming pools, theatres, libraries, heritage listed assets, sporting facilities and administrative buildings etc.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

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- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Ability to effectively operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Pathways, Conquest and the MS Office Suite.

Qualifications

- Trade qualification in Electrical Fitter/Mechanic (or related discipline) and substantial demonstrated experience.
- Hold a Queensland Electrical Licence.
- Switchboard Rescue and CPR Certificates.
- Hold a Construction Industry Induction (White Card).

Desirable Qualifications and Experience

- Certificate IV in Frontline Management or Project Management.
- First Aid Certificate.
- Experience in a local government environment.
- Experience in Asset Management principles and practices.
- Contract Administration qualification.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *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.

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

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.

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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:	