



# Ngaliwurru-Wuli Aboriginal Corporation

## DUTY STATEMENT

**POSITION:** Electrician  
**REPORTS TO:** NWAC CEO  
**LIAISES WITH:** Projects Administration Officer  
Other NWAC Trades  
Government representatives  
Suppliers  
Community members

**LOCATION:** Timber Creek, NT

### POSITION OBJECTIVE

Reporting to the Chief Executive Officer, the Electrician will be responsible for performing all electrical installations and repairs to NWAC assets as well as to staff, local community & Outstation housing.

### WORK HOURS:

The normal work hours for this position will be between our normal office hours of 8:00 AM to 4:30 PM daily, 5 days per week, however out of hours work may be required.

### POSITION SUMMARY

Responsible for the operation and maintenance of the local Community's & Outstation electrical services. The position also involves ongoing maintenance and installation of the local Community's & Outstations electrical assets and any other essential services from time to time.

### Key Duties:

- Installing and repairing all electrical equipment on assets in town and at outstations ensuring compliance standards are met.
- Managing the electrical duties and operations of the Housing Department, including maintaining job cards and preventative maintenance schedules and other office duties as required.
- Supervising and training electrical trainees.
- Installing, maintaining and repairing electrical control, wiring, and lighting systems.
- Interpreting technical diagrams and blueprints.
- Performing general electrical maintenance.
- Inspecting transformers and circuit breakers and other electrical components.
- Troubleshooting electrical issues using appropriate testing devices.
- Repairing and replacing equipment, electrical wiring, or fixtures.
- Following National Electrical Code state and local building regulations.
- Carrying out circuit breaker corrective maintenance.
- Working as part of a team, liaising with other contractors on job sites.

- Promoting community development and self-management
- Providing advice and support to Corporation & Community members
- Liaising with members on delivery of services with all relevant information
- Ensuring the safety and maintenance of electrical plant and equipment.
- Carrying out contract work in the community as required and completing emergency repairs as a priority
- Participating in relevant formal training as required.

**Requirements: Skills and Experience:**

**Qualifications**

- Trade qualification (A current “A” Grade Electrical Licence, unrestricted)
- A current Construction White Card
- A minimum 5 years work related experience, or an equivalent combination of experience and education.
- The ability to liaise with NWAC staff and community members in a competent, professional manner.
- Desirable: First Aid Certificate
- Essential: Manual driver’s licence.
- Airconditioning maintenance experience and/or qualification will be highly regarded.
- Current police clearance or the ability to obtain same if required.
- Child Safety Ochre Card
- Current Police Check

**Knowledge & Experience:**

- Strong communication skills
- Ability to supervise and motivate staff, especially in an Indigenous community
- Ability to prioritise the workload
- Ability to learn and adapt on the job
- Participate in ongoing training activities
- Knowledge of Workplace Health & Safety issues.
- The ability to work independently or as part of a team.
- Advise and seek instructions from Corporation on policy issues
- Provide advice and support to the CEO.
- Support training and education needs of employees
- Liaise with stakeholders on delivery of services with all relevant information