



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 and community 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 Community's electrical services. The position also involves ongoing maintenance and installation of the Community's 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 Contractor's License or willingness to obtain
- 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