

ELECTRICAL APPRENTICE – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

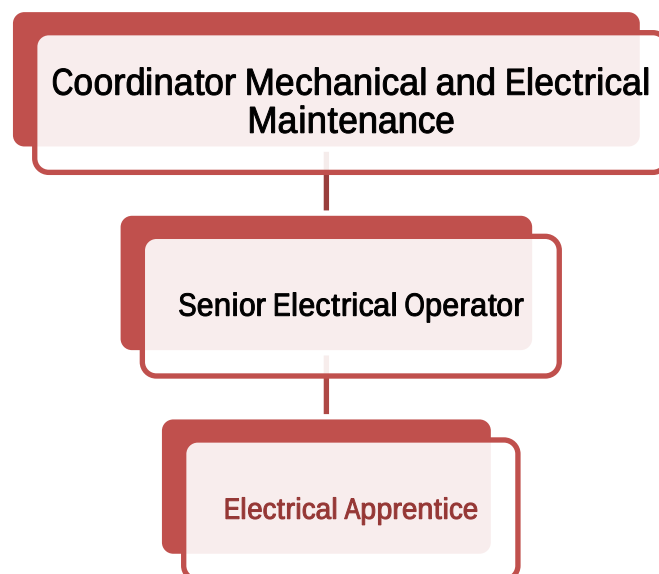
We acknowledge and respect the Gunaikurnai, Bidjil and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

POSITION DETAILS

Position Title:	Electrical Apprentice	Effective Date:	April 2024
Department:	Service Delivery	Job Location:	Mitchell Depot and various locations
Reports To:	Senior Electrical Operator	Supervises:	Nil
External Contacts:	Consulting Engineers, Contractors, Consumers, General Public, East Gippsland Shire, Other Statutory Bodies, Material and Equipment Suppliers, Traineeship Provider and Other Water Corporations.		
FTE Classification:	1.0	Position Number:	TBC
Prepared By:	People & Culture; Manager Network Operations	Approved By:	Executive Manager Service Delivery

ORGANISATIONAL CHART



ABOUT THE ROLE

The Electrical Apprentice will assist in and learn how to install, maintain, repair, test and commission electrical and electronic equipment and systems so that asset performance and reliability objectives are achieved. Electricians may also work on electrical transmission and distribution equipment.

The employee will assist in and learn how to achieve improvement in the operations and efficiency of networks to meet customer expectations and regulatory standards in the provision of water and recycled water services.

WHAT YOU WILL BE DOING

Service Delivery	- Assisting the Mitchell Depot Team and regional Depots in the delivery of maintenance programs - Read electrical, architectural and mechanical diagrams drawings or specifications to determine job requirements - Assist in planning the layout of wiring systems - Test for, locate and repair electrical malfunctions - Assist with the installation of electrical and electronic control systems and insulated cables - Assemble, install and maintain electrical equipment such as switchboards and motors - Assemble electrical and electronic components and appliances - Connect electrical equipment to power supplies - Maintain automated processes - Assist in maintaining water and recycled water assets - Operation of equipment and machinery to maintain water and recycled water assets - Be able to use an electronic tablet/computer for work purposes. - Ability to provide basic records on maintenance programs and asset condition. - Assist in ensuring assets are maintained in a safe, efficient and cost-effective manner.
Teamwork	- Communicate effectively with your relevant coordinator and other sections of EGW. - Proactively share information with team members to assist them to understand and manage uncertainty and change. - Contribute to achieving goals & objectives.
Culture, Values & Behaviours	- Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. - Contribute effectively to build a supportive and cooperative environment, one that recognises the value of collaboration. - Support a workplace culture that enables diversity, fair and inclusive practices. - Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.
Health, Safety & Environment	- Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. - Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. - Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.

Records Management	- Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. - Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers.
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SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
- Willing to assist in the maintenance of electrical equipment including pumps, plant and other equipment. - Once trained and competent, be willing to operate plant, equipment and specialised tools. - Ability to use and operate a computer and tablet. - Willing to work with recycled water. - Use basic problem solving skills. - Required to operate from various sites across the EGW's region. - Basic electrical safety awareness.	- Basic understanding of electronics and electrical equipment. - Basic understanding of water, wastewater and recycled water reticulation systems, infrastructure and the maintenance of these assets. - Basic understanding of electrical switch boards. - Ability to quickly develop competence in different technology applications.

LEADERSHIP SKILLS

Required:
- Skills in managing time, planning and organising own work and working to a timetable. - Willing to learn new skills in the area of operations and maintenance. - Punctuality.

INTERPERSONAL SKILLS

Required:	Desirable:
- Good written and oral skills with the ability to communicate effectively with supervisors, staff, contractors and customers. - Be courteous, polite and respectful with fellow staff members, contractors and members of the public. - Ability to work in a team environment. - Ability to adapt to a changing working environment. - Display and promote our Values & Behaviours.	Demonstrate the ability to write reports.

QUALIFICATIONS

Required:	Desirable:
- At least completion of year 11 secondary education or equivalent. - Current manual drivers' licence (or working towards). - Compulsory trainings throughout course of employment.	Prior to operating plant and equipment trainees will be required to obtain certain licenses or endorsements.

EXPERIENCE

Required:	Desirable:
- Enthusiasm to learn and complete an electrical/electronic trade qualification. - Physically fit and capable of carrying out all duties. See also physical requirements.	- Ability to operate plant and equipment. - Experience in a team environment.

KEY SELECTION CRITERIA

1. Completion of Year 11 secondary education or equivalent.
2. Ability to follow instructions and learn new skills to become a productive team member in the operations and maintenance of water and recycled water assets.
3. Experience/interest in electronics, and electrical processes.
4. Ability to use and operate a computer/tablet.
5. Ability to work in a team to achieve outcomes.
6. Excellent interpersonal skills combined with good verbal and writing skills.
7. Good time management and problem-solving skills.
8. A positive attitude towards personal development including being accountable, innovative, passionate and united to achieve corporate objectives.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://www.egwater.vic.gov.au/careers).

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.