



AUTO ELECTRICIAN

Position Number: 006144 & 000068 Level: Tech 2

ANZSCO: 321111

JOB DESCRIPTION FORM

THE ROLE

This position works in a team, servicing, repairing and maintaining DFES' fleet vehicles and associated equipment such as elevated work platforms, aerial appliances, automated computer systems, electric pneumatic systems and various integrated OEM heavy vehicle systems.

The position undertakes quality assurance on work completed internally and by external service providers to ensure the quality of work is maintained and provide technical and training as required.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

**Corporate Services
Asset Management
Fleet Maintenance Services**

THIS ROLE REPORTS TO

Plant & Equipment Workshop Supervisor (002457)

Level: Tech 1

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION:

O'Connor

SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

This position is required to be part of an out of hours contact roster and return to work outside hours when requested to complete urgent work

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Mechanical/Electrical

- Carries out both in-house and mobile preventative maintenance, inspections, servicing and repairs to DFES fleet of vehicles and associated equipment (including mechanical, auto electrical and bodybuilding/fabrication) to approved standards.
- Adheres to established maintenance and scheduled service procedures, repair and labour schedules, production targets and modification requirements.
- Acquires all spare parts, components, consumables and major unit assembly items required for allocated service, repair and build-up work as necessary.
- Ensures quality of work from external service providers is maintained.
- Carries out acceptance tests and pre-delivery inspections on all new vehicles and associated equipment in accordance with the requirements of Australian Standards.
- Carries out vehicle recovery and movements as required.
- Participates in an out of hours roster, including returning to work outside hours as directed to undertake urgent work.
- Operates specialised equipment such as overhead cranes and vehicle hoists.

Administrative

- Assists with the control, recording and movement of stock and associated equipment and ensures prompt dispatch of changeover items as required.
- Provides both internal and external technical and training as required. Reports and makes recommendations on improvements to scheduled servicing / maintenance procedures, work practices and associated procedures, cost controls, job scheduling, forward planning, staff training and other needs, including design and layout standards.
- Keeps supervisors and other clients informed of progress and changes priorities when requested to ensure organisational requirements are met.
- Completes worksheets, inspection forms, fault reports and other documentation as required.
- Actively contributes to a positive work environment by building and maintaining professional and productive relationships with internal and external stakeholders.
- Assists customers with their requirements in a prompt and courteous manner and handles complaints where able to. When necessary escalates issues on to Section Heads for further action.
- Values difference and diversity, understands the needs of others, and shares learning by supporting and instructing apprentices on correct trade practices.
- Commits to maintaining the security, safe working environment and practices within- Plant and Equipment Maintenance Section.
- Performs routine cleaning and housekeeping duties in the Section and individual work areas.

Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Certificate III in Automotive Electrical Technology.
2. Considerable experience as an auto electrician in a heavy automotive environment.
3. Ability to work effectively both unsupervised and in a team environment, demonstrating personal integrity and professionalism.
4. Effective communication and interpersonal skills that demonstrate ability to build positive relationships with team members, management and clients.
5. Knowledge of and experience using quality assurance processes and procedures.
6. Ability to operate, receive and give instructions clearly over an electronic network, including the usage of the Microsoft Office Suite and diagnostic equipment.

DESIRABLE CRITERIA

1. Possession of an unrestricted heavy rigid (HR) licence or willingness to obtain one within 3 months of employment.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	26 February 2007	26 February 2007	HR Consultant
Vs 2	JDF update	9 November 2015	9 November 2015	Sue Eccles
Vs 3	JDF update	13 March 2023	13 March 2023	Andrea Dawson