

POSITION DESCRIPTION

Position Title	Volunteer Electrician	Responsible to	Facility Maintenance & Purchasing Officer Business Manager
Team Name	Building Maintenance	Version Date	May 2022

About the Role	
Purpose	Ensure safety of electrical equipment and carry out small electrical repairs
Key Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Basic testing and tagging <input type="checkbox"/> Changing lightbulbs <input type="checkbox"/> Inspect electrical equipment to determine if repair required <input type="checkbox"/> Liaise with Facility Maintenance & Purchasing Officer relating to electrical maintenance recommendations <input type="checkbox"/> Perform minor electrical repairs <input type="checkbox"/> Report potential hazards and any incidents to Facilities Maintenance & Purchasing Administration Officer in accordance with the Risk Management procedures
Attributes, Skills & Experience	<p>Minimum 10 years of experience as a qualified electrician in both domestic and industrial works is required.</p> <p>Customer Service - Excellent communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients. Demonstrate reliability and punctuality.</p> <p>Teamwork & Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Ensures all administration and documentation requirements are initiated and completed in a professional and timely manner. Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - always ensures privacy and confidentiality. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.) and relevant professional codes. Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values. Demonstrated experience and understanding of the need for continuation of both personal and professional development.</p>
Training & Other Requirements	<ul style="list-style-type: none"> • Valid & current Queensland Electrical Licence LVR / CPR is essential. • Current LVR and CPR • Working at Heights Qualification • Orientation and mandatory education as per organisational framework • Covid-19 Vaccination Certificate
Shift Days/Times	As required – maximum of 15 hours per fortnight
Role Risk Assessment	High

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date

