

13 DECEMBER 2021

Position Description

Position Title:	Apprentice Electrician
Position Number:	CP003
Reporting to:	Electrical Superintendent
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority Maintenance General Staff Enterprise Agreement (EA) 2021

PURPOSE

To undertake the theoretical and Hands on training required to obtain an Electrical Trade Certificate and electrical workers licence. To learn and achieve the skills and competencies in a maintenance and construction environment for the Port's electrical systems and Bulk Handling infrastructure.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
ELECTRICAL	<ul style="list-style-type: none"> Undertake and Pass required Electrical theory assessments Undertake Pass Electrical Condensed practical/ theory training (TAFE) Complete tasks as requested by the Tradesperson you are assigned to Ensure all MWPA electrical procedures and instructions are followed Ensure all tools allocated to you or not are used as directed and treated with care Ensure the security of your tools Undertake asset inspections with your assigned tradesperson Familiarise yourself with, follow and adhere to all MWPA safety policies, procedures and expectations
COMMUNICATION	<ul style="list-style-type: none"> Strive to build professional relationships with other team members Ensure appropriate and respectful communication with Tradespersons, Superintendents and Others Strive to learn, contribute to a successful team, and seek feedback
ADMINISTRATION	<ul style="list-style-type: none"> Maintain record of duties as required in your personal training record register

	<ul style="list-style-type: none"> ▪ Input of work order history and data into MWPA's Computerise Maintenance system ▪ Record Keeping as per MWPA procedures
COMPLIANCE	<ul style="list-style-type: none"> ▪ Abide by MWPA Policy, Procedure and Relevant Legislation ▪ Obtain and hold an Energy Safety WA 'Electricians training licence'

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- WACE Certificate

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Willing to commit to 4 years training.
- Strong communication skills and ability to work well as a part of a team;
- A basic understanding of health and safety in the work place
- Computer skills in Microsoft Word, Excel, Outlook and database systems

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate as required;
- Ability to obtain a Restricted C Grade Electrical Workers Licence
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- Minimum Provisional C Class Drivers Licence;
- Expected to undertake any additional training to complement the Training;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE