



# MARIST COLLEGE ASHGROVE

## Services Staff Level 4

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**POSITION DESCRIPTION:**      **Electrician**

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*The College Services Staff plays an essential role in ensuring that the facilities and physical environment at Marist College Ashgrove are clean and safe. The Services Staff maintain an ongoing safe, attractive and creative College Campus.*

**REPORTS TO:**      The position holder reports to the Business Manager through Coordinator of Maintenance and Services.

**CLASSIFICATION:**      Services Staff Level 4

**QUALIFICATIONS:**      Tertiary qualifications at Certificate level, or completion of an apprenticeship, or equivalent qualifications relevant to the position.

- QLD Electrical Worker's Licence
- ARCTick Installation Certification

**COMPETENCIES:**      There is a wide variety of tasks and roles in a variety of contexts. There is complexity in the ranges and choice of actions required. Competencies are normally used within a variety of routines, methods and procedures. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services actions and achieving outcomes within time constraints.

Work is carried out under general supervision. Progress and outcomes sought are under general guidance. The work of others may be supervised. The employee may have responsibility for the work and organisation of others in limited areas.

**INDICATIVE TASKS:**

**TYPICAL DUTIES:**      Typical duties in this position include, but are not limited to:

- Replacement and repair of various lighting/lamps
- Replacement and repair of power points
- Replacement and repair of various electrical equipment; i.e. fans, fan controls, conducts, circuit breakers, vacuum cleaners etc.
- Ascertain electrical faults and repair accordingly
- Install minor power/light circuitry
- Ascertain water leaks with regards to electrical equipment and repair accordingly or make safe
- Testing and tagging of electrical equipment
- Testing of RCD's and repair or replace as necessary
- Testing of emergency lighting and repair or replace as necessary

- Documenting testing as per various standards
- Repair and replacement of data cabling
- Testing of data lines and telephone lines and repair accordingly
- Operation of scissor lift and knuckle boom to make electrical and other repairs
- Co-ordinate with various staff as required with regards to repairs and electrical/data requirements
- Investigation and repair when possible of air conditioning and security faults
- Advise appropriate contractors of air conditioning and security faults
- Maintenance of current air conditioning units
- Assist contractors when required
- Work with services staff to make repairs and move equipment when required
- Assist grounds staff with preparations for sporting events and functions
- Other tasks and duties as directed.