

## POSITION DESCRIPTION

### ***Adelaide CBD Service Technician – (Electrician – Grade 5)***

NSG Boffa provides an Electrical and Communication solution for any major construction projects and effective operational and essential asset monitoring and maintenance for our clients. Through a blend of leadership and strong on the ground support, our company is helping to shape landmark developments across South Australia. We are committed to providing a safe and healthy working environment for our workers and for contractors and visitors to the workplace.

Our vision is to be South Australia's leading Electrical and Communications Solutions Specialist, renowned for being highly adaptive, technologically skilled and above all, tomorrow ready, today. We deliver quality solutions, foster ongoing relationships with customers, suppliers and strategic partners and provide a safe, nurturing environment for our people whilst minimising our environmental footprint.

We are a leading employer of:

- Electricians, Apprentices & Trades-Assistants
- HV / Specialist Electricians
- Project Managers & Administrators
- Estimators
- Administration, Executive and Customer Support Staff

#### **Purpose of Position**

We seek a highly motivated, passionate and reliable individual to join our Adelaide City based team.

#### **The successful candidate will be able to conduct themselves in the following capacities:**

- May be given minor projects as part of the development process.
- Shows commitment to the improvement of the department.
- Will normally have minimum of experience in the service electrical industry.
- Has shown the aptitude and maturity to attend to customer service calls.
- May be allocated an area or be client specific tasked or a combination of both.

#### **Position Authority**

Reporting to the CBD Service Manager or as indicated otherwise.

#### **Functional Relationships**

##### **Internal:**

- General Manager
- Operations Manager
- HSEQ Manager
- CBD Service Manager
- Account Manager(s)
- Fellow Service Electricians & Other Staff as required

#### External:

- Clients and related stakeholders (including Facility Managers and their delegates)
- Suppliers & Sub-Contractors as required from time to time.

#### Responsibilities / Duties

##### Electrical:

1. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
2. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
3. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
4. Advise management on whether continued operation of equipment could be hazardous.
5. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
6. Supervise, direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures from time to time.
7. A requirement to perform shift, overtime, weekend and living away work as required.

##### Health and Safety, Environmental and Quality

8. Maintain a current Electrical Licence and associated permits to meet governmental regulations.
9. Participate in nurturing the development of a **culture of zero harm**.
10. Follow all HSEQ procedures and processes and recommend changes where necessary.
11. Commit to the effectiveness of the HSEQ system as required.

##### Commitment to Customer Service

12. With the Account Managers, attend as required to regular reviews to discuss opportunities.
13. Build meaningful relationships with customers and their clients that result in a win / win outcome.
14. Conduct regular feedback to Account Managers and the CBD Service Manager with regards to upcoming projects or opportunities for further business.
15. Ensure we raise all up sell opportunities with customers.
16. Provide feedback to customers when tasks are completed and of any outcomes and recommendations.
17. Ensure that clothing and vehicles are maintained and presented to a high standard at all time.

##### Communication with Team

18. Contacts requestor and / or technical contact for clarification / details / assistance as needed.
19. Feedback time / cost estimate / quotes as required.
20. Develops project / task plan with team.
21. Develops task list.
22. Keeps projects / tasks on schedule.

##### Documentation within Team

23. Assures that all information needed for the project is obtained and logged / recorded in an accurate and timely manner.
24. Assures that any annual leave and sick leave are put through the appropriate process.
25. Ensure that changes are documented and communicated.
26. Ensures that all work is tested as per legislative requirements and results saved as per specifications.

27. Uses all technology and procedures to monitor and track projects.

#### Procurement

28. Research material, supplies and equipment as required.
29. Maintain project / task inventory as required.
30. Ensure all paperwork is monitored and maintained in the appropriate manner.

#### Essential Competencies

1. Ability to comply with all company policies, procedures and practices as provided.
2. Be adaptive and reliable across all Service and Maintenance works.
3. A strong focus on workplace health and safety, quality and a commitment to supporting the organisations environmental initiatives and approaches.
4. Ability to carry out a wide range of tasks ranging from but not limited to general service and facility maintenance, trouble-shooting, diagnostic works, programed and preventive maintenance.
5. Ability to work in a wide range of workplaces including active facilities and construction sites.
6. Knowledge and extensive understanding of relevant compliance requirements and AS/NZ Standards as required.
7. Able to work on a number of jobs at the one time.
8. Strong interpersonal and communication skills, both verbal and written.
9. Basic computer skills.
10. Ability to work independently or in teams.

#### Remuneration

Successful candidates will be employed under the relevant Enterprise Bargaining Agreement.

#### Submission of Applications

**All Applications should be submitted prior to 5.00pm on Friday September 28, 2018.**

Applications must include a Cover Letter addressed to the Human Resource Manager expressing your interest, workplace history and skills. A current CV inclusive of three references with full employment history should also accompany your letter.

All Enquiries and Applications should be addressed to:

**Nicholas Cross**  
**Human Resource Manager**  
**NSG BOFFA**  
Phone: 08 8369 3333  
Email: [hr@nsgboffa.com.au](mailto:hr@nsgboffa.com.au)

For more information on this position and other available positions within the organisation please visit <http://www.nsgboffa.com.au/human-resources/employment>

***NSG BOFFA is an Equal Opportunity Employer, and we invite you to be part of an organisation that fosters a diverse workplace, supports many local associations and environmental initiatives.***