



## AUTO ELECTRICIAN

Position Number: Various Level: Technician 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. They also provide technical advice and training as required.

#### REPORTING RELATIONSHIPS

**ORG STRUCTURE:** CORPORATE SERVICES  
ASSET MANAGEMENT  
PLANT AND EQUIPMENT

#### THIS ROLE REPORTS TO

Workshop Supervisor (PN002457)

Level: Tech 1

#### POSITIONS THAT REPORT TO THIS ROLE

Nil

#### ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

## 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 body-building/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.

### **Other**

- 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.
- Adheres to the Code of Conduct and ensures behaviour is honest, professional and ethical.
- Undertakes 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.*

### PRE-REQUISITES

- Possession of an unrestricted heavy rigid (HR) licence which must remain valid for the duration of employment.

### ESSENTIAL

- Considerable experience as an auto electrician in a heavy automotive environment.
- Ability to work effectively both unsupervised and in a team environment, demonstrating personal integrity and professionalism.
- Effective communication and interpersonal skills that demonstrate ability to build positive relationships with team members, management and clients.
- Knowledge of and experience using quality assurance processes and procedures.
- Ability to operate, receive and give instructions clearly over an electronic network.

### DESIRABLE CRITERIA

- Certificate in Heavy Automotive Electrical or a similar qualification or a preparedness to attend training at the Department's expense.

## 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.

**Additional special conditions** 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

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.*

*Authorised and signed by:*

Assistant Commissioner Asset Management

Manager Workforce Services

**JDF REGISTRATION – RECRUITMENT USE ONLY**

This Job Description Form (JDF) was electronically registered by:

[Redacted registration information]