

<b>Position Title</b> Electrician & Facility Support	<b>Business Area</b> Exhibitions & Operations
<b>Position Description Id.</b>	<b>Functional Unit</b> Facilities

<b>Reporting relationships</b>	
Reports to:	<b>Manager, Facilities</b>
Direct reports:	<b>Nil</b>

<b>Context</b>
<p><b>Our Purpose</b> Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.</p> <p><b>Our Values</b>  <b>Passion</b> - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.  <b>Respect</b> - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.  <b>Innovation</b> - We encourage innovation and creativity. We learn and grow by working together.  <b>Fun</b> - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.  <b>Sustainability</b> - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.</p> <p><b>Our context</b> As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.</p>

<b>Primary purpose of the role</b>
<p>The Exhibitions &amp; Operations portfolio is responsible for delivery of Scitech products and services in physical and digital environments, providing operational management and oversight to Science Centre, Statewide and TREX channels.</p> <p>The Electrician &amp; Facility Support role will be responsible for the electrical and general maintenance of the overall facilities including reactive repairs, upgrades, refurbishment of the Science Centre and other Scitech locations as required. This role will also contribute to displays and exhibits, including installations, testing, fault finding and repairs.</p>

<b>Summary of key accountabilities, challenges, and relationships</b>
<p><b>Key accountabilities</b></p> <ul style="list-style-type: none"> <li>• Supports and promotes safe practices along with environmental commitments in alignment with company policies and compliance requirements.</li> <li>• Reports hazardous conditions immediately, maintains security procedures and wears protective equipment as required.</li> <li>• Carry out diagnostic assessments, troubleshooting, maintenance, undertake repairs and install new equipment, including but not limited to basic plumbing, carpentry, general handyman tasks, exhibits, electrical equipment, and related circuits.</li> <li>• Plan assigned work orders, takes responsibility for the completion of assignments and gaining certification for new installations.</li> <li>• Oversee the maintenance and repair of Scitech plant, machinery and equipment utilising internal, Contractor and Vendor resources.</li> <li>• Provide guidance and governance over electrical compliance to Scitech facilities and exhibits to relevant Standards.</li> <li>• Provide guidance and governance over site electrical assets and infrastructure compliance.</li> <li>• Provide sketches of approved changes made to the wiring upon completion of job for documentation.</li> <li>• Complete all maintenance, repairs, and new installations in line with Australian Standards.</li> <li>• Provide Scitech and externally engaged contractor supervision whilst on Scitech premises.</li> <li>• Manage electrical contractors whilst onsite, ensure compliance and documentation/certification of works to relevant Standards.</li> <li>• Undertake other duties as directed from time to time.</li> </ul> <p><b>Key challenges</b></p> <ul style="list-style-type: none"> <li>▪ Work effectively within an extended team to support the maintenance, construction and refurbishment of builds and general maintenance requirements of Scitech.</li> <li>▪ Maintain high level of WHS awareness and compliance.</li> <li>▪ Ensure aging electrics to meet compliance for the Science Discovery Centre and other Scitech locations and assets</li> <li>▪ Landlord contractor liaison and supervision.</li> </ul>

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### Key relationships

- Workshop staff and technicians
- All other business areas
- External suppliers and stakeholders

### Capabilities and behavioural indicators

**Essential or Desirable**

*The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.*

#### Role specific

- Hold validity to be signed onto Scitech In-house electrical installing work licence (Nominee) .
- Be able to use a range of tools from basic hand to power tools with a strong commitment to health & safety
- Assist with maintenance of all Scitech facilities and premises to deliver an outstanding and safe customer experience.
- Experience with liaising and coordinating external contractors and suppliers.

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#### Personal attributes

- Continuously displays dedication to personal integrity, accountability, flexibility, and collaboration, in line with Scitech's values.

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#### Team and self

- Demonstrated commitment to quality work, accuracy, and attention to detail. Demonstrated ability to be self-motivated to prioritise work and meet deadlines.

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#### Communication

- Demonstrated good written and verbal communication skills as well as excellent interpersonal skills, the ability to build positive working relationships with customers and staff at all levels on a range of issues.

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#### Technology

- Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint

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#### Qualifications and licences

- Minimum of 5 years' experience in a similar role as an Electrician with experience in facilities maintenance.
- Valid "A" Grade Electrical Worker licence issued by the Department of Mines, Industry Regulation and Safety
- In-house electrical installing licence (Nominee)
- Current White Card
- Must pass a pre-employment medical and maintain a level of fitness commensurate with a role requiring frequent manual handling.
- Working with Children Check

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### Signatures

#### Employee

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Line Manager

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_