



# POSITION DESCRIPTION



**Position title:** Electrical Fitter  
**Reports to:** Supervisor Substation Services  
**Group:** WEL Services  
**Revision:** 9/2023

**Unit:** Substation Services  
**Date:** 4 February 2025

## Purpose

To provide electrical distribution network repairs, maintenance and construction services for WELs network.

## Reporting Structure



## Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>To construct and commission network assets</b>	<ul style="list-style-type: none"> <li>• Construct and maintain the 33kV/11kV network.</li> <li>• Apply appropriate technology and methods, including SCADA control, PLC programming and Communications.</li> <li>• Use instrumentation and diagnose the results.</li> <li>• Test and commission electrical equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety is paramount, and shall be second to none. In all activities undertaken, safety shall not be compromised. All works shall be carried out in a safe and efficient manner. The safety of employees, customers, and the public is the number one priority.</li> <li>• To produce a high quality product, in a productive, efficient manner.</li> </ul>
<b>To maintain network assets</b>	<ul style="list-style-type: none"> <li>• Maintain and fault-find on oil and air circuit breakers / transformers.</li> <li>• Use technology and methods, including SCADA control, PLC programming and Communications.</li> <li>• Use instrumentation and diagnose the results.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with all WEL policies, procedures, work method statements and standards.</li> <li>• The environment is not placed at risk and applicable environmental legislation and bylaws are complied with.</li> </ul>
<b>To respond to and repair network faults</b>	<ul style="list-style-type: none"> <li>• Be available to participate in a 24hr callout roster for 24hr fault response and repair.</li> <li>• Fault find and reactively repair network outages.</li> <li>• Liaise with the control centre, dispatch and operations staff.</li> </ul>	<ul style="list-style-type: none"> <li>• All responses are carried out in a fast and efficient manner.</li> <li>• Feedback from customers is positive.</li> </ul>

	<ul style="list-style-type: none"> <li>• Apply appropriate technology and methods including SCADA control, PLC programming and Communications.</li> <li>• Use instrumentation and diagnose the results.</li> </ul>	
<p><b>To conduct switching operations on the network</b></p>	<ul style="list-style-type: none"> <li>• Perform high and low voltage switching             <ul style="list-style-type: none"> <li>○ Read and interpret switching plans carefully</li> <li>○ Communicate with other field crew and SYSCON clearly</li> </ul> </li> <li>• Operate switching instructions mindfully</li> </ul>	<ul style="list-style-type: none"> <li>• Switching is carried out safely, accurately and efficiently</li> </ul>
<p><b>To contribute to the continuous improvement of asset management</b></p>	<ul style="list-style-type: none"> <li>• While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems:             <ul style="list-style-type: none"> <li>○ Participate in Asset Management activities that align to the Asset Management Policy</li> <li>○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP))</li> </ul> </li> <li>• Support Asset Management assurance initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Active support for objectives and outcomes as detailed is evidenced</li> <li>• WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification</li> </ul>

<p><b>To contribute to overall performance and development of the unit</b></p>	<ul style="list-style-type: none"> <li>• Plan and co-ordinate site activities.</li> <li>• Maintain and operate company vehicles, materials and plant.</li> <li>• Liaise with other utilities/ authorities.</li> <li>• Work with and instruct Trainees.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with policies and procedures.</li> <li>• Progress and development of trainees.</li> </ul>
<p><b>To assist in maintaining the data credibility of the network</b></p>	<ul style="list-style-type: none"> <li>• Complete all relevant data information processing, including SAP and GIS Asbuilts.</li> </ul>	<ul style="list-style-type: none"> <li>• All information recorded is accurate and up to date.</li> </ul>
<p><b>To participate and contribute to projects</b></p>	<ul style="list-style-type: none"> <li>• Undertake special projects for WEL when required</li> <li>• Undertake continuous improvement projects as and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of agreed project measures</li> </ul>
<p><b>Targeting “Best in Safety”</b></p>	<ul style="list-style-type: none"> <li>• Promotion of good safety management practices.</li> <li>• Participation in safety and wellness activities.</li> <li>• Being a safety leader.</li> </ul>	<ul style="list-style-type: none"> <li>• WEL’s health and safety policies and procedures are adhered to at all times.</li> </ul>
<p><b>To work in and promote a ‘Best in Service’ attitude to all endeavours</b></p>	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always.</li> </ul>	<ul style="list-style-type: none"> <li>• WEL’s reputation is enhanced in the community</li> <li>• You are known for your excellent customer service</li> </ul>

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Registered Electrician with current practising certificate</li> </ul>
	<b>Desirable</b>	
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Electrical industry knowledge</li> <li>Able to work alone in a safe and efficient manner</li> <li>Knowledge of industry safety requirements</li> <li>Relevant electrical trade competencies</li> <li>Electrical safety statutory requirements</li> <li>Noamps procedures</li> <li>Basic computer skills</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Knowledge of WEL's network</li> </ul>
<b>Role Specific Competencies</b>	<p>The person best suited to this position will be a skilled trades person and have a professional approach to customer service. They will be technically skilled and agile with the ability to plan and organise their days work and will have:</p> <ul style="list-style-type: none"> <li>An "every day home safe" attitude.</li> <li>The desire to strive for high quality, productivity and continuous improvement.</li> <li>The skills to be an expert in the safe use of plant and machinery in both electrical and non electrical environments.</li> <li>The ability to use instrumentation related to electricity safety.</li> <li>The ability to plan and lead teams in an adverse environment.</li> <li>The ability to work un-supervised in a safe and efficient manner.</li> <li>The ability to work as part of a team in a multi-cultural environment.</li> <li>A high customer focus and professionalism, including pride in their presentation.</li> <li>The ability to take responsibility.</li> <li>A 'can do' attitude.</li> <li>The ability to manage time and prioritise tasks.</li> <li>The ability to manage stress.</li> </ul>	

	<ul style="list-style-type: none"><li>• The ability to solve problems, make decisions and if unsure, to ask for help.</li><li>• Good communication skills (written and oral).</li><li>• A high level of integrity, honesty and reliability.</li><li>• The willingness to instruct or assist trainees.</li></ul>
--	---

## Our Purpose

Enabling our *communities to thrive*

## Our Vision

To create and support an *innovative and sustainable energy future*

## Best in Service

So we have the *trust of our community*



## Best in Safety

Every Day - *Home Safe*



## Our Values



**Agile**

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



**Build the business**

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



**Care for each other, the customer and our assets**

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



**Do the right thing**

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



**Every Day - Home Safe**

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.