

POSITION DESCRIPTION

Title:	Electrical Inspector
Location:	TBA
Reports to:	Superintendent - Electrical Inspectors
Purpose:	To provide electrical inspection and the associated services provided by the Electrical Inspection Services Team

1. DUTIES AND RESPONSIBILITIES

Accountabilities

Indicators of success

Health and Safety

- Health and Safety policies, as per the Health and Safety Handbook, are followed
- Correct Personal Protective Equipment is used
- All accidents or incidents are reported (with reports forwarded) as per policy
- All hazard procedures are followed
- Work practices are safe and do not endanger yourself or others
- Site emergency procedures are followed

Electrical Inspection

- Knowledge of all current legislation and regulations applying to electrical inspection
- Efficient provision of, or alteration to electricity supply to installations
- Connection applications are investigated and recommendations made
- Appropriate Acts, Regulations, and Codes of Practice are administered
- Electrical accidents and fires are inspected and reported on
- Electrical inspections on prescribed work to ensure polarity, earthing and safety of installations, including WOF on caravans

Community Contact

- Liaison with electrical contractors, customers, and regulatory agencies occurs
- Safety talks are conducted with interested groups
- New external customers are developed to expand workload
- New skills are developed to take advantage of opportunities that arise

Other related duties may be required from time-to-time.

Employee: _____

2. PERSON SPECIFICATION

	Essential	Desirable
Formal Qualifications	<p>Registration as an Electrical Inspector, with current practising licence.</p> <p>Current drivers licence</p>	
Skills and Experience	<p>Relevant experience in the Electrical Contracting Industry</p> <p>Knowledge of Electrical Regulations and Codes of Practice</p>	
Attributes	<p>Customer Service orientation and awareness</p> <p>Good communication skills (written & verbal)</p> <p>Good work ethic</p> <p>Well organised</p> <p>Strong attention to detail</p> <p>Strong health and safety focus</p> <p>Good interpersonal skills</p> <p>Keeps up with changes in rules and regulations</p>	

Employee: _____

3. COMPETENCIES

Delta expects the following competencies to be demonstrated:

- A. Manages Safety First:** Ensures a safety culture exists within own area of influence, taking and applying accountability for actions.
- B. Strategic Thinking:** Has a sound knowledge of the company mission, vision, values, and strategy, using these to influence day to day actions. Understands long term trends from a variety of perspectives, taking appropriate action in the light of the information. Aligns actions and plans with the organisational vision.
- C. Customer Orientation and Commercial Acumen:** Is oriented toward meeting the needs of the customer and using feedback to improve services and processes.
- D. Effective Communication:** The ability to communicate effectively requires good listening, speaking and writing skills. Open and honest communication improves the effectiveness of the message and facilitates relationship with colleagues, staff and customers.
- E. Leadership and Collaboration:** The ability to work well with others in a group, to co-operate with and lead others, and to maintain positive working relationships with a diverse group of co-workers, supervisors, subordinates and customers.
- F. Results Driven and Problem Solving:** A strong desire to succeed and to encourage and support colleagues and staff to succeed, by setting challenging goals and targets. Analytical skills are used to build the business and to support problem solving and decision making.
- G. Managing Change:** Guiding the work group through periods of organisational change, while maintaining productivity and staff morale.
- H. Managing and Developing Others:** The ability to develop and maximise employee potential is accomplished through effective performance coaching, empowerment and delegation.

4. OUR VALUES

Do It First

- Hunt new opportunities, wherever they may be
- Think boldly – being prepared to take the first step
- Challenge what we know – new ideas create breakthrough results
- Seek out improvement – there's always a better way for us and our customers

Do It Right

- Do what's right – by each other and our customers
- Step up and make it happen – taking ownership, individually and as a team
- Do what we say we'll do and mean what we say
- Front-foot-it – "prevent" is better than "fix"

Do It Together

- Work together to get the best results – with customers and the team
- Openly share ideas – respecting others' opinions
- Encourage contribution – utilising each other's skills and knowledge
- Look out for each other and have fun on the way

Employee: _____