



Electrical Apprentice

Position Overview

The Electrical Apprentice supports licensed electrical tradespersons in the delivery of electrical installation, maintenance, and upgrade works across residential and light commercial environments. The role is undertaken under direct supervision and includes residential electrical works, switchboard assistance, data cabling assistance, and air conditioning electrical support. All activities must be completed in accordance with supervision requirements, NSW legislation, Australian Standards, and the organisation's Integrated Management System (IMS).

Key Responsibilities – Technical Support

- Assist with residential electrical installations and maintenance
- Support switchboard upgrades under direct supervision
- Assist with installation and termination of data cabling
- Support electrical works associated with air conditioning systems
- Safely use tools, equipment, and materials as instructed

Key Responsibilities – Learning and Development

- Actively participate in on-the-job training and formal apprenticeship training
- Follow instructions provided by supervising tradespersons
- Develop technical skills progressively in line with apprenticeship stage
- Maintain training records and logbooks as required

WHS Responsibilities

- Comply with the NSW Work Health and Safety Act and Regulations
- Follow Safe Work Method Statements (SWMS) and safety procedures
- Correctly use personal protective equipment (PPE)
- Identify and report hazards, incidents, and near misses
- Participate in toolbox talks and safety meetings

Quality Responsibilities

- Perform work in accordance with instructions and approved procedures
- Check work quality prior to supervisor verification
- Accurately complete assigned job documentation
- Report defects, errors, or non-conformances to supervisors
- Support continual improvement activities

Environmental Responsibilities

- Assist in minimising waste and environmental impacts
- Follow environmental management procedures
- Correctly handle and dispose of materials and waste
- Report environmental hazards or incidents

Qualifications and Requirements

Essential:

- Registered Electrical Apprentice (NSW)
- NSW White Card
- Willingness to undertake formal apprenticeship training

**Desirable:**

- Current Driver's License
- First Aid & CPR

Skills and Attributes

- Strong willingness to learn and follow instructions
- Good communication skills
- Ability to work safely in a team environment
- Reliable, punctual, and professional attitude
- Basic mechanical and technical aptitude

Performance Expectations

- Work safely under supervision at all times
- Progressively develop competency in line with apprenticeship requirements
- Comply with IMS, legislative, and company requirements
- Represent the organisation professionally