

<b>POSITION TITLE:</b>	Electrical Technician
<b>BUSINESS UNIT:</b>	Projects and Production
<b>LOCATION:</b>	Burton
<b>POSITION REPORTS TO:</b>	Electrical Fabrication Supervisor
<b>REPORTS TO THIS POSITION:</b>	Nil
<b>RELATIONSHIPS</b>	<p><b>INTERNAL:</b> Production Team, Projects Team, Engineering, Operations</p> <p><b>EXTERNAL:</b></p>

## POSITION PURPOSE

Install of Electrical plant equipment in both the workshop and site where required. Installation, support established procedures and provide recommendations to leadership for process improvements. Responsible for maintaining high production, quality and yields while ensuring the safest working environment possible. Effectively supervise and facilitate the fabrication of plants and equipment in accordance with company business plans, quality procedures and safety requirements.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task description
<b>Fabrication of Plant and Equipment</b>	<ul style="list-style-type: none"> <li>Carrying out tasks as requested from Electrical Fabrication Supervisor.</li> <li>Assist with communication between contractors and project teams for issues which have been identified.</li> <li>Application of AS Standards i.e. AS3000, AS4024 etc.</li> <li>Assist with the development of Fabrication Management plans Procedures specific to each project and liaise with Project Team regarding Client specification and requirements.</li> <li>Monitor and supervise all ITPs requirement</li> <li>Help with facilitating FAT and other wet testing with Project Teams and Commissioning Engineers.</li> <li>Work to deliver projects on time and within budget on the electrical aspect.</li> <li>Assist when possible, mentoring to Project Engineers and Shop floor apprentices in order to smooth out operations.</li> <li>Proactively backfill and provide support to the team when other team members are absent, including Supervisor.</li> </ul>
<b>Safety, Quality &amp; Compliance</b>	<ul style="list-style-type: none"> <li>Encourage and foster a strong QHSE culture in the Team.</li> </ul>

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task description
	<ul style="list-style-type: none"> <li>Ensure all activities are undertaken in a safe manner by understanding risks and hazards that may be exposed while performing your roles (safety in office, while travelling, at customer sites).</li> <li>Ensure quality procedures directly related to the role are followed and participate in regular reviews, offering recommendations as required</li> <li>Participate in the application of Osmoflo's QHSE Management System and adhere to associated policies /procedures</li> <li>Assist with all Fabrication and installation works as well as FAT requirements according to specific ITPs.</li> <li>Ensure all incidents including environmental and near misses are properly reported, investigated and documented with preventive/corrective actions and employee statements provided.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Contribute to a culture of innovation, by creating and seeking ways to develop innovative solutions which aid business growth.</li> <li>Participate in continuous improvement activities and programs across the organisation, in particular Lessons Learned and opportunities for improvement to ensure past project learnings are used.</li> <li>Working with others in the business, initiate and develop new ideas, contribute to continuous improvement initiatives aimed at QHSE, other internal processes, development and implementation of new ideas (processes, products, services), and improvement of Osmoflo's competitiveness and overall market recognition.</li> <li>Assist in the review of work processes and procedures and streamline them to assist with routine workflow.</li> <li>Adopt lean manufacturing and process philosophies.</li> <li>Actively participate in professional development.</li> </ul>

## POSITION REQUIREMENTS / SELECTION CRITERIA

	Essential	Desirable
<b>Training / Qualifications</b>	<ul style="list-style-type: none"> <li>Qualification - Electrician</li> </ul>	
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>Experience in Mechanical, Electrical and Instrumentation installation.</li> <li>Understanding of Australian Piping standards.</li> <li>Strong communication skills and ability to supervise multi-skilled personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Occupational Health and Safety Act</li> <li>Industrial knowledge of AS Standards relating to Manufacturing and fabrication to water treatment plants</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>Ability to add value to innovation techniques to reduce fabrication costs.</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Office Suite</li> <li>Knowledge of safe operation of plant and equipment associated with</li> </ul>



## POSITION REQUIREMENTS / SELECTION CRITERIA

	Essential	Desirable
	<ul style="list-style-type: none"><li>Ability to prioritize tasks and meet competing deadlines</li></ul>	undertaking the duties of the position
<b>Licenses</b>	<ul style="list-style-type: none"><li>Current Australian Driver's License</li><li>Forklift License</li></ul>	<ul style="list-style-type: none"><li>First-aid</li></ul>

## HEALTH, SAFETY, ENVIRONMENT AND QUALITY

## Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.

Promotion of a risk aware culture in through:

- Engaging in positive and proactive risk discussions with the workforce and our customers
- Effective consultation, communication, and collaboration
- Leading by example
- Participation in the audit, inspection, and observation programs
- Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.

The workforce is competent for the tasks they undertake.

Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures

Reporting and investigation of incidents, near misses, hazards, and non-conformances

Monitor Performance and continuously improve processes, the work environment, and systems.

Manage accountability fairly and justly.

## All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

**O**bserve your tasks and environment:

- Always be cautious, and understand the environment you are working in.

**S**pot Hazards:

- Identify the hazards in every task you do, and the work environment you are in.
- If you see someone else doing something that may not be safe, discuss the hazards with them.

**M**inimise risks:

- Make sure you have the right tools and equipment.
- Make sure you are competent for the tasks.
- Make sure the risks are controlled before you start work.

**O**bey rules, reasonable instructions, and procedures – comply with:



osmoflo

## POSITION DESCRIPTION

- The Osmoflo Essential Rules for Life and Code of Conduct
- Procedures, work instructions as they apply to your job.
- Instructions provided to you by your supervisor or manager.

Speak up if you are unsure:

- You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.

Incidents, near misses, hazards and quality issues must be reported:

- Report any incidents, hazards, and quality issues to your supervisor
- Participate in investigations as required.

Suggest improvements:

- If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.

## CORE VALUES

### Agile

We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.

We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.

We keep the big picture in mind balancing our customer and commercial needs.

We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

### Innovative

We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.

We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.

We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.

We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

### Team-Oriented

We treat one another with respect and communicate openly - creating value by working together within and across our businesses.

We recognise that our strength and our competitive advantage is - and always will be - our people working together.

We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.

We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.

We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

### Committed

We push ourselves and others to excel - we never walk away from a challenge or a difficult situation - we consistently complete our tasks and meet our deadlines.

We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.

We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.

We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.

We are a high performing workforce - a team - communicating, listening and supporting one another.



osmoflo

## POSITION DESCRIPTION

### Quality-Driven

We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.

As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.

We think outside the scope of our own roles – working together to deliver high quality products and services to levels required by our customers.

We understand what 'high quality' products and services mean for our customers and we work to achieve agreed expectations.

### ACKNOWLEDGEMENT

This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.

Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.

***I have read, understand and agree to perform the duties set out in this position description:***

**Name**

**Signature**

**Date**