**JOB DESCRIPTION**

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| **Role** |  | **Electrical / Instrument TECHNICIAN (Workshop)** |
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| **Site Location** |  | Workshop |
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| **Purpose** |  | To ensure all electrical instrumentation and electrical maintenance, installation and testing work is carried out safely and efficiently and in line with the relevant standards and industry practices  To ensure the relevant quality and compliance documentation is completed accurately and on time.  Recognise that all workers have a duty to take reasonable care of their own health and safety and that of others who may be affected by their actions at work |
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| **Reports to** |  | McKay Supervisor or nominated deputy |
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| **Internal and External Contacts** |  | **Internal**  Engineers  Supervisor  Manager  Co-ordinator  Other relevant McKay personnel  **External**  Maintenir management  Customers  Suppliers  Contractors  Customers or Customer Representatives |

**1 Key Result Areas**

| **Key Result Area** | **Accountabilities** | **Outcomes** |
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| **Maintenance Functions** | * Install, maintain, repair, test and calibrate instrumentation, monitoring and control equipment * Install, maintain, repair and test electrical equipment * Perform predictive and preventative maintenance duties. Generate or report defects / improvements as required * Liaise with relevant personnel on all aspects of client plant maintenance * Have an ongoing focus on maintenance improvements * Complete all work, documentation and reporting within required time frames * Maintain up to date knowledge of all changes to AS/NZ standards relevant to work. Carry out work to these standards as applicable * Undertake the supervision of external labour resources on a time to time basis as required * Liaise with operations personnel to assist in process troubleshooting, best practice and fault finding | * All instrumentation and electrical work carried out in an efficient, safe and approved manner * Reduce breakdown improve plant uptime and efficiency through reliability * All work completed in line with McKay’s quality procedures. * Maintain or improve turnaround time of maintenance functions * Install equipment to manufacturers specifications and customers required standard * All documentation completed accurately and on time |
| **Customer Service** | * Respond promptly to all customer queries * Develop strong relationship with customers and in-depth knowledge of their requirements * Deal effectively with all internal and external customer enquiries and / or complaints in a professional manner | * Commitments to all customers are met 100% of the time and feedback is positive * All customer queries are dealt with immediately and satisfactorily * Customer complaints kept to required minimum * Positive satisfaction signoffs on conclusion of all customer complaints |
| **Apprentice Training** | * Provide input into assessing apprentice’s training needs and ensuring appropriate training takes place * Monitor, evaluate and discuss performance with relevant McKay personnel * Ensure supervision guidelines are followed when overseeing apprentice training | * Apprentices are quickly performing at a consistently high level * Apprentices work in safe environment within limits of their capability |
| **Health & Safety** | * Ensure full understanding and follow McKay and OJI safety policies and objectives and request advice or opinion when required. * Ensure operational procedures are followed * Actively participate in regular prestart tool box, health and safety and safety committee meetings as required * Participate in any incident investigation as required | * All work completed in an efficient, safe and approved manner |
| **Team membership** | * Participate as a positive member of the maintenance team and in the wider McKay organisation * Actively participate in designated maintenance team and provide a positive contribution as required | * Perceived as being an active and committed team member of McKay / Maintenir |
| **Training** | * Participate in training as required * Take a proactive approach ensuring all required competencies are current | * Ensure continual learning and skill and knowledge development |
| **Policies and Procedures** | * Ensure all actions and work are in accordance with McKay and OJI rules and policies | * Compliance with rules and policies |
| **Other duties** | * Undertake such other duties as the company may reasonably require |  |

**2 Competencies**

| **Competency** | **Level** |
| --- | --- |
| **Technical Knowledge** | High level technical knowledge within industry and expert in own area; mentors others and recognises potential problems, implements technical initiatives and contributes to technical planning. Undertake technical research when required. Update skills regularly. |
| **Communicating Upwards** | Able to communicate confidently to one level up within the organisation |
| **Written Communication** | Basic written and digital communication skills including ability to write simple correspondence, complete forms and communicate through digital formats. |
| **Customer Orientation** | Competent in ensuring the customer's stated needs are met and satisfied and shows a customer service ethic in approach.  Regularly review work procedures and practices for areas of improvement |
| **Relationship Building** | Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills. Takes initiative. |
| **Responsibility/ Accountability** | Highly committed to work area’s responsibilities and ensures all work is completed to a high standard and on time, irrespective of problems or issues |
| **Attention to Detail** | Is detail focused and ensures own and others’ work is checked, accurate and to a high-quality standard |
| **Developing Others** | Provides task related and wider learning opportunities for apprentices and facilitates the attainment of new skills by strong feedback and coaching.  Actively shares information with peers. |

**3 Qualifications, Knowledge and Skills**

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| **Qualifications** | Industrial Instrumentation Trade Certificate or Industrial Measurement and Control NCEA Level 4  Electrical Wiring Trade Certificate or National Certificate in Electrical Engineering Level 4  Current electrical registration and practicing license  Desirable extra qualifications  Industrial Instrumentation Advanced Trade or Industrial Measurement and Control NCEA Level 5 (or higher)  Electrical Advanced Trade or National certificate in Electrical Engineering Level 5 (or higher) |
| **Knowledge/ Experience** | 5 years’ experience in heavy industries,  Installation and maintenance in Hazardous areas  Experience on a wide range of hydraulic systems and pneumatic systems  Ability to learn basic NDT skills including Dye penetration testing if required. |
| **Skills (including Technology)** | Health and Safety  Current New Zealand Driving Licence  High level of Computer literacy |