

Position Description



Electrical Apprentice

Date	January 2025
Purpose of position	<ul style="list-style-type: none">• An Electrical trade apprentice position responsible for completing a full range of safe maintenance and servicing activities on all Port Otago assets, including STS (Ship to Shore) cranes and lifting gear, all mobile fleet including straddle carriers, empty handlers and a range of marine, fixed plant and ancillary equipment and electrical systems including networks.• All work will be completed under direct and indirect supervision of qualified trades employees, unless assessed as competent for that work.• All maintenance to be completed to relevant industry statutory requirements particularly with heavy lift and marine assets.
Reports to	Electrical Supervisor
Key Relationships	<ul style="list-style-type: none">• Maintenance Manager• Maintenance Supervisors• Maintenance Planner• Technical Trades Team• Training team• Terminal Shift Supervisors• Equipment Operators• Operational Staff• Training and Development Team
Qualifications & Requirements:	New Zealand Electrical Pre-Trade (level 3) Ongoing apprenticeship program (electrical- level 4)
Direct Reports	Nil

Core Responsibilities

Health & Safety	<ul style="list-style-type: none">• Takes responsibility for own and others safety.• Follows guidelines and procedures.• Reports and escalates Health and Safety issues appropriately (everybody's responsibility in every situation).• Report all incidents, accidents and near misses accurately and in a timely fashion.• Participates in inductions, ongoing training programmes and safety drills and briefings.• Ensures strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures.• Complies with work area PPE requirements.• Follows the "Take 5" personal task hazard identification process.
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	<ul style="list-style-type: none"> Identifies where Job Hazard Analysis (JSA's) are required and facilitates JSA's. Complies with Port Otago Permit to Work Procedure. Responsible for identifying where Permits are required; holding and/or issuing Permits (after appropriate training provided). Complies with Port Otago Lock-Out-Tag-Out procedure. Responsible for safely isolating equipment as required; identifying and carrying out Lock-Out-Tag-Out isolations as required. Actively participates in Hazard Register reviews and reports any new hazards Responsible for ensuring a safe workplace and adherence to good housekeeping practices. Attend and contribute at Health and Safety meetings. Support safe behaviours through the Port Otago random drug & alcohol process. Monitor contractors working on Port Otago Machinery, ensuring contractors comply with Port Otago HSEQ requirements speak up and report any incidents and/or breaches as necessary. Assist in developing and maintaining the operational and maintenance procedures and manuals. Promote a high level of hazard awareness and promote Zero Harm.
Reliability	<ul style="list-style-type: none"> Deliver completed weekly timesheets to the Electrical Supervisor c/w relevant EAMS (Enterprise Asset Management System) Work Order numbers &/or Fault Sheet data. Ensure planned activities are conducted on all equipment as per the Maintenance Planner's schedule Ensure equipment is returned to Operations in a clean & serviceable condition. Expectations are that equipment is able to operate reliably to the next planned service. Carry out effective urgent/emergency breakdown repairs on equipment as required and provide written detailed work completed data on the Fault Report for the Maintenance Planner or Team Leaders. Ensure personal and Port Otago tools and equipment are cleaned and securely stored after use Carry out all maintenance activities on all assets to a high standard of workmanship and cost effectiveness Assist trades staff with pre-ship crane inspections as required
Communication	<ul style="list-style-type: none"> Provide feedback on all work done, including breakdown activities to the Maintenance Planner on the Work Order copy or Fault Report for history records. Add detailed "further work" required data on the Work Order copy or Fault Report where appropriate to enable future task scheduling, spares ordering, etc. Carry out a verbal handover to the incoming Trades staff on the following shift (where relevant), and provide a written shift diary log of current work status to enable continuity of critical tasks, recording purposes, & future planning.

	<ul style="list-style-type: none"> • Communicate all work carried out in writing to the Team leader or Maintenance Planner with name & initials alongside task items completed. • Provide a professional service and communication to the equipment owners.
Equipment Safety	<ul style="list-style-type: none"> • Any Equipment “safety” faults have a high priority and must be repaired prior to operational use. • Non-safety faults should be recorded & communicated to the relevant Supervisor or Maintenance Planner for scheduling &/or fault backlog recording purposes. • Carry out all maintenance activities with a high regard for personal safety. • Enhance safety & operational readiness by ensuring equipment is cleaned after maintenance activities, prior to handing back to Operations.
Personal development	<ul style="list-style-type: none"> • Proactively seek work tasks to obtain experience towards required apprenticeship credits. • Ensure work history is entered into logbooks in a timely manner • Actively seek credit assessments when sufficient work history has been obtained. Capstone exams must be competed at end of years 1 and 2, 54 job credits achieved by end of year 4 with successful completion of trade certification. • Attend regular catchups with your apprenticeship training mentor and ETCO representative to discuss progression and future opportunities. • Listen and engage with trades mentors to actively learn. • Follow the training and development plan laid out by the ETCO training representative and Port Otago Training and Development team and attend training courses when required. • Participates constructively in performance review meetings and demonstrates behaviours that support continuous improvement.
Team Contribution	<ul style="list-style-type: none"> • Develop open honest and respectful working relationships with all team members and members of the wider management group. • Represent Port Otago activities appropriately by providing support. • Promote a cohesive and inclusive team culture with colleagues. • Actively promote company policies of health and safety, quality and environment. • Actively listen to other people’s ideas and contribute positively to team activities. • Support predictive & preventative maintenance initiatives. • Support systems for monitoring and tracking Operational maintenance requests. • Provide details on spares used from stock on Fault Reports & Store Issue Dockets for reordering purposes. • Actively support the EAMS (Enterprise Asset Management System) work management KPI processes. • Identify opportunities to deliver best practice maintenance and be involved in identified business & continuous improvement initiatives as required.

	<ul style="list-style-type: none"> • Involvement in structured problem solving to root cause and implementation of identified solutions. • Seek opportunities to improve asset performance through involvement in Reliability initiatives. • Work at reducing repeat failures through involvement in analysis & structured problem-solving initiatives. • Promote through actions a high standard of housekeeping & workplace order. • Involvement in cross functional trade opportunities to provide expertise, knowledge, & improved ownership within Mechanical & Electrical staff. • Workplace housekeeping must be maintained – everybody's responsibility. • Actively support the Port Otago Values through behaviour & leadership • Develop a positive, respectful working relationship with all Port Otago staff, including Operations/Services Teams
Process Improvement	<ul style="list-style-type: none"> • Undertake skills training as required to keep up with new technologies &/or equipment additions/changes

Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> • To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Zero Harm. • Compliance with all PPE requirements.
Teamwork	<ul style="list-style-type: none"> • Works collaboratively to achieve the common goal • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Promotes good co-operation and communication between departments. • Looks for opportunities to help other teams.
Values	<ul style="list-style-type: none"> • Acts within the Port Otago values at all times. • Punctual time keeping for work and scheduled meetings. • Contributes positively to team meetings and Health and Safety meetings.