

## POSITION DESCRIPTION

<b>Position Title:</b>	Maintenance Electrician		
<b>Reporting To:</b>	Maintenance Coordinator – Electrical		
<b>Department:</b>	Manufacturing		
<b>Supervisory Responsibilities?</b>	N	<b>Review Date:</b>	May 2024
<b>Award/Agreement/Non-Award:</b>	Bendigo – AMWU/ETU Enterprise Agreement 2023	<b>Classification:</b>	C8-C6

### Position Purpose

Ensure the smooth operation, maintenance, installation and repair of machinery and equipment. This role ensures that all electrical work complies with relevant codes and standards, while minimising downtime and maintaining a high level of safety and efficiency

### Key Accountabilities

- To perform the installation, repair and maintenance on all electrical plant and equipment to ensure the machinery and equipment is operating safely and efficiently.
- Assist in the installation and commissioning of new electrical systems and equipment according to specifications and safety standards.
- Maintain accurate records of maintenance activities, including logs of repairs and preventative maintenance tasks and report any potential issues or hazards to the Maintenance Electrical Coordinator or Maintenance Manager
- Participate in continuous improvement initiatives to enhance equipment reliability and performance and suggest and implement improvements to procedures.
- Work closely with production staff to minimise disruptions and downtime and communicate effectively with team members and other departments to ensure smooth operations.
- Adhere to all electrical standards, codes, health and safety requirements and maintain a clean and safe working environment

### Health, Safety and Environment (HSE) Accountabilities

- Promote and participate in the Safety Management System and develop a proactive safety culture.
- Be a role model for working safely and promoting a safe working environment.
- Adhere to safe work procedures and systems in consultation with elected OH&S Representatives and team members.
- Proactively contribute to the identification and resolution of workplace hazards.
- Work safely at all times.
- Comply with all relevant environmental legislative requirements.
- Actively contribute to reducing waste, conserving water and energy and other sustainability initiatives.
- Comply with environmental management systems.
- Actively participate in understanding your environmental responsibilities.

## Values and Core Competencies

Our culture is underpinned by a set of common values, which set the standard for employee behaviour. They should be translated into every aspect of work from relationships with customers and colleagues, to the way employees conduct themselves on a daily basis.

Values	Core Competencies	Key Behaviours
<b>Ambition</b>	<ul style="list-style-type: none"> <li>• Performance</li> <li>• Continuous Improvement</li> <li>• People Development</li> </ul>	<ul style="list-style-type: none"> <li>• Set high goals and drive for performance</li> <li>• Seek all opportunities for continuous improvement</li> <li>• Identify areas for developing oneself and others</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Loyalty</li> <li>• Accountability</li> <li>• Tenacity</li> <li>• Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Support positively and protect the company</li> <li>• Account for his/her own activities and accept responsibility for them</li> <li>• Overcome obstacles</li> <li>• Demonstrate an entrepreneurial mind-set</li> </ul>
<b>With Simplicity</b>	<ul style="list-style-type: none"> <li>• Pragmatism</li> <li>• Transparency</li> <li>• Accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Work in a practical and effective manner (with common sense)</li> <li>• Act and communicate with clarity and transparency</li> <li>• Ensure relationships are based on accessibility, modesty and proximity</li> </ul>

## Minimum Requirements

<b>Formal Education and Statutory Requirements</b>	Certificate III in Electrotechnology Electrician. Have and maintain a Victorian A Grade Electricians Licence
<b>Essential Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Proficiency with electrical testing and diagnostic tools.</li> <li>• Strong problem-solving skills and attention to detail.</li> <li>• Excellent communication and teamwork abilities.</li> <li>• Ability to work independently and manage time effectively.</li> <li>• Capability to work in a fast-paced and sometimes noisy environment.</li> </ul>