



100% MADE OF NEW ZEALAND

# Maintenance Electrician

## Position Description

*Our Vision: To become the world's most successful and sustainable grass-fed red meat company*

**Division:** Engineering

**Reports to:** Maintenance Supervisor

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### Role purpose:

The Maintenance Electrician will be trade qualified and responsible for providing electrical service, maintenance and support in our food production facilities, ensuring allocated tasks are undertaken safely, efficiently and effectively.

Responsibilities include:

- Leadership
  - Health & Safety
  - Programmed Electrical maintenance
  - Repair and breakdown maintenance
  - Food Compliance
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### Key relationships

**External:**

Contractors

**Internal:**

Site Manager, Operations Manager, Processing Managers and other Leaders

Engineering staff

Site support staff (Technical, Engineering and H & S)

Dunedin / Christchurch / Hastings production, marketing and support staff

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### Key responsibilities

**Leadership**

- Actively participate as member of the team
  - Contribute to the further development of team culture and goals
  - Research and resolve issues as required
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**Health & Safety**

- Take personal responsibility for your own health and safety and the health and safety of others in your workplace
- Encourage a safety and health culture through your personal participation in company health and safety initiatives, including hazard identification, training, reporting accidents and near misses, injury prevention, health assessment and rehabilitation processes, and Job Safety Analysis (JSA)

- Follow all company and legislative health and safety policies, practices and procedures. All equipment assigned for routine maintenance or breakdown maintenance is isolated and in a safe state while conducting maintenance.
- All safety guards and safety devices are operating according to specifications through consultation with the health and safety reps or your manager to ensure all practicable steps are taken to minimise the risk of injury
- All hazards reported (including unsafe work practices or inappropriate or incorrect use of equipment) to a departmental manager and your manager. Remove, isolate or minimise any hazard identified
- Ensure familiarisation with lock out procedures for all equipment
- Ensure hot work permit obtained prior to any welding or “hot” work.
- Ensure awareness of any hazards and adherence to Lock out procedures i.e. Hot work, High work (harnesses required), Confined spaces, Electric’s, hydraulics and pneumatics, Machinery (moving equipment), Cutting, drilling, chipping, hammering, grinding etc.

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### **Programmed Electrical maintenance**

- Complete planned Electrical Maintenance tasks as allocated by your Team Leader ensuring all assets are performing as required within specifications. Undertake electrical repairs and maintenance to plant equipment to minimise equipment failure
- Assist with the installation of any new plant equipment
- Maintenance of PLC’s, Variable speed drives, lighting, low voltage power distribution systems and instrumentation and control systems
- Complete jobs within the allocated timeframes and within allocated resources to ensure the engineering budget is maintained wherever practically possible
- All Health and Safety policies and procedures are complied with when completing work on machinery or process taking responsibility for the safety and wellbeing of yourself and others in the work area
- All unsafe environments are reported, and unsafe equipment isolated ensuring hazards are controlled or eliminated effectively
- Protective equipment worn at all times, and tools operated as detailed in specifications for safe operation
- Food hygiene regulations complied with when working on an export meat-processing asset and or in food processing areas or in areas controlled by MPI regulations ensuring consultation with the departmental manager before and after working on machinery
- Data Entered of Tasks completed

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### **Repair and breakdown maintenance**

- Ensures equipment or process that has broken down in production time is back to full production capacity, or as close to it as practical, within the shortest time, ensuring yours and others health and safety is not compromised
- Communicates with departmental Supervisor on the allocation of resources regarding breakdowns and the need to return to full production as soon as possible
- Regularly assess stores inventory to familiarise with equipment, spares location and stock levels, understanding where spares and equipment are kept ensuring repairs can be made efficiently
- Adhering to food safety regulations at all times
- Provide formal and informal feedback regarding performance during breakdowns
- Data Entered of Tasks completed



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## Food compliance

- Comply with food safety regulations and industry standards.
- MPI Audits
- Reviews and QC inspections

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## Competencies and professional expertise

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Keen attention to detail
- Accurate and energetic approach to business success
- Current NZ electrical registration and practising license
- Excellent knowledge and application of engineering maintenance, specifically this may be related to a particular field e.g. Instrument Technician
- Excellent knowledge of the requirements of the Industry Standards within and applicable to the meat industry
- Excellent knowledge of the Health and Safety at Work Act 2015
- Hold a relevant qualification and experience in an appropriate Electrical field
- Good ability to explain technical issues to frontline staff
- Knowledge of PLC & Scada control & monitoring systems
- Computer literacy
- Understanding of Critical path analysis

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## Core expectations

**Customer focus** - Proven ability to take ownership of issues

**Adding value** – Contribute to cross-functional projects and strategic initiatives

**Values and Strategy** – Live the Silver Fern Farms values and strive to achieve our strategic goals

**Other duties** – Complete all reasonably requested tasks in a competent and timely manner

### Health, Safety and Wellness

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately

