

## Costa Position Description

<b>Position Title:</b>	Electrician
<b>Department:</b>	Engineering and Reliability
<b>Reporting To:</b>	Engineering and Reliability Supervisor
<b>Location:</b>	Mernda
<b>Reviewed:</b>	13.09.2024
<b>Version:</b>	3.0

### 1. Basic Summary of Position:

To undertake maintenance, diagnosis, repair and modification of electrical equipment and other plant as directed in accordance with the documented MEX program and Manager's directions ensuring minimum downtime.

### 2. Key Accountabilities and Responsibilities:

<p><b>Accountability and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Assemble, install, test, and maintain electrical or electrical wiring, equipment, appliances, apparatus, and fixtures using hand tools and power tools.</li> <li>Connect wires to circuit breakers, transformers, or other components.</li> <li>Read and interpret drawings, blueprints, schematics, and electrical code specifications to determine layout of industrial electrical equipment installations.</li> <li>Inspect electrical systems, equipment, and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with codes.</li> <li>Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures using testing devices such as ohmmeters, voltmeters, and oscilloscopes to ensure compatibility and safety of system.</li> <li>Support day to day operation and diagnose malfunctioning systems, apparatus, and components using test equipment and hand tools to locate the cause of a breakdown.</li> <li>Maintain and repair switchgear, transformers, switchboard meters, regulators, and reactors as well as electrical motors, generators, alternators, industrial storage batteries and hydraulic and pneumatic electrical control systems.</li> <li>Covers Electricals and Instrumentation (E&amp;I) scope for Continuous Improvement (CI) and Capital Expenditure (CAPEX) Projects.</li> <li>Advise management on whether continued operation of equipment could be hazardous.</li> <li>Conduct preventative maintenance programs and ensure that all maintenance records are filed.</li> <li>Support Costa employees and managers to achieve best practice HS&amp;E, Injury Management, Communication &amp; Collaboration, EEO, Diversity, Food Safety and Quality Assurance, Customer Service and Continuous Improvement.</li> <li>Support Costa values and principles.</li> <li>Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees.</li> <li>Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.</li> <li>Work in accordance with the policies and procedures of the company, as amended from time to time.</li> <li>Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others.</li> </ul>
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- Report immediately any hazards, incidents or near misses.
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

**3. Key Challenges:**

- Mechanical issues dealt with effectively and efficiently.
- Open communications with Manager and different stakeholders.
- Maintaining accurate records at all times.

**4. Candidate Requirements:**

**(a) Education, Qualifications, Training:**

- Trade qualified preferred.

**(b) Experience, Skills, Knowledge:**

- 1-3 years industrial experience in a similar role preferred.
- Exposure/experience in PLC programming will be advantageous.
- Use stick, mig & oxy-acetylene to install supports for cable run or electricals.
- Enthusiastically work to high standards and comply with company safety, health, and environmental standards.
- Be able to communicate with all levels within the engineering and reliability team.
- Be able to follow instructions, and openly communicate the progress of work.

**(c) Competencies/Character Qualities/Values:**

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety