



# Position Description

<b>Position Title</b>	<b>Maintenance Electrician</b>	<b>Department</b>	Production
<b>Position Reports To</b>	Engineering Manager	<b>Location</b>	Braeside
<b>Team Relationships</b>	Interacts with all the Production - Department Managers and general staff		
<b>Business Overview</b>	Type of Business: Premium food manufacturer, wholesaler & retailer Locations: Head Office – Camberwell, Melbourne Manufacturing – Braeside, Melbourne Retail – 18 outlets in Melbourne No. Employees: approx. 400+		
<b>Position Overview</b>	To perform necessary repairs & servicing to all site machinery to ensure the continuous safe operation of all production machinery and equipment.		
<b>Job Function</b>	<b>Responsibilities</b>	<b>Outputs</b>	
Maintenance	<ul style="list-style-type: none"> <li>• Make regular checks on equipment.</li> <li>• Perform preventative maintenance work such as lubrication, adjustments, etc.</li> <li>• Fix equipment according to the factory requirements.</li> <li>• Solve any general daily maintenance problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the continuous running of the daily production.</li> </ul>	

**NOTE:** Position Descriptions provide a general overview of the responsibilities of the position. They are not intended to be an exclusive list of job activities. Employees may reasonably be directed to perform duties not outlined in their position description within their range of experience and abilities.

Teamwork	<ul style="list-style-type: none"> <li>• Work with other members of the maintenance team.</li> <li>• Assist with training of Apprentices and Trades Assistants.</li> <li>• Receives work instructions on work paper and verbal orders.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that machinery and maintenance are in order so that all production requirements are met.</li> <li>• Coordinate the daily work.</li> </ul>
House Keeping	<ul style="list-style-type: none"> <li>• Ensure that working area and tools are kept appropriately and the environment is safe to work in.</li> <li>• Maintain a tidy workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease the risk of injury and accidents.</li> </ul>
OHS	<ul style="list-style-type: none"> <li>• Responsible for ensuring that all plant and machinery is left safe and without risks to health after all engineering interventions.</li> <li>• Reporting and identifying hazards in the workplace.</li> <li>• Maintaining health and safety records in their designated workplaces</li> <li>• To consult on matters relating to health and safety.</li> <li>• Their own safety and the safety of others in their designated workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to OHS and Safety standards.</li> <li>• Minimisation of Workplace Injuries.</li> </ul>
<b>Education, Technical Knowledge &amp; Skills</b>		<b>Behavioural Attributes</b>
<ul style="list-style-type: none"> <li>• Experience to fix plant machinery &amp; equipment.</li> <li>• A or D class electrical license.</li> <li>• Mechanical aptitude &amp; general handyman skills.</li> </ul>		<ul style="list-style-type: none"> <li>• Ability to use tools.</li> <li>• Ability to deal with problems.</li> <li>• Ability to understand technical diagrams and manuals.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• Good physical condition to work in warm or freezer environment, standing and moving all the day, pushing, pulling and lifting heavy weight and dealing with uncomfortable positions.</li> </ul>

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