

# Position Description

**Segment:** Milling  
**Location:** Wandoan & Theodore Mills  
**Job Title:** Electrician  
**Incumbents Name:** Greg Fisher  
**Role reports to:** Maintenance Personnel and Mill Managers  
**Personnel Supervised:** Nil

## Job Purpose / Responsibilities:

- ◆ To provide honest, reliable and friendly service with value for money that exceeds our customers expectations, now and in the future...we want customers for life
- ◆ Cooperate with Parkside in relation to activities taken by the Company to comply with relevant Queensland and National legislations
- ◆ Comply with the Parkside Workplace Health & Safety and Environment (WHS&E) manuals
- ◆ Adopt work practices that support WHS&E programs
- ◆ Take reasonable care for their own health and safety, fitness for duty, and the health and safety of other people who may be affected by their conduct in the workplace
- ◆ Actively seek guidance for all new or modified work procedures
- ◆ Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and prevention to environmental harm
- ◆ Participate in meetings, training and other environmental, health and safety activities
- ◆ Not to willfully place at risk the health or safety of any person in the work place
- ◆ Not to willfully or recklessly interfere with or misuse anything provided in the interest of environment, health and safety, welfare and property/resources
- ◆ Actively participate in any type of hazard identification and risk assessment programs for continual workplace improvement
- ◆ Comply to the requirements of the Parkside and Governing Authorities requirements to workplace rehabilitation and return to work programs
- ◆ The purpose of this position is to provide Electrical support, Maintenance and repairs for the Wandoan and Theodore Mills. This will comprise mainly of the following;
  1. Breakdown repairs
  2. New work
  3. Installations
  4. Office electrical issues
  5. Consumables and parts purchasing
  6. Backup support for maintenance roles as required
  7. Maintain knowledge of electrical systems for all equipment
  8. Comply with Parkside Policies and Procedures
- ◆ Purchase goods and services, liaise with preferred contractors.
- ◆ Maintain housekeeping of work area.
- ◆ Maintain MSDS register and dangerous and hazardous substances register involved with Electrical work.
- ◆ Act on reasonable requests from Site Managers.

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**Job Specification:**

- ◆ The position involves work inside the various production buildings on both sites, as well as outside in varying conditions. The following conditions may occur – high noise levels, exposure to air-borne dust, exposure to chemicals, rotating machinery and mobile plant, rain, wind, high summer temperatures and uneven ground.

**Qualifications:**

Current Queensland Electrical Trade Certificate

**Job specific skills needed:**

- ◆ Computer literacy
- ◆ Interpersonal skills
- ◆ Organisational Skills
- ◆ Strong communication skills
- ◆ Team oriented
- ◆ Problem solving
- ◆ Three year minimum experience in similar role
- ◆ Current C class driver's licence

**General skills:**

- ◆ Willingness to learn
- ◆ Attention to detail

**Key performance indicators:****Decision making authority:**

- ◆ General self-management and performance activities as allocated.
- ◆ Parts to be ordered as per specific requirements

**Major Challenges:**

- ◆ Maintain an understanding and knowledge of different areas of the Parkside Group and machines to enable effective and professional handling of all issues relating to Electrical maintenance

**Key Contacts / Working Relationships:****Site Administration Officers**

CEO Milling

Operations Managers

Site Maintenance staff

Workplace Health and Safety / Compliance Manager

Head Saw Doctor

External Suppliers and Contractors

**Financial dimensions:**

- ◆ Capital Expenditure Approval - NIL

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**Additional Information**

- ◆ BEHAVIOUR: Lead by example, high moral and ethical codes of conduct, integrity and honesty

**This document has been agreed to by –**

**Incumbent Name:**

**Incumbent Signature:**

**Reporting Manager Name:**

**Reporting Manager Signature:**

**If 'no' please provide details:**

Date:        /        /

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