



POSITION DESCRIPTION

Electrical Engineer



**Gladstone Ports
Corporation**

Growth, prosperity, community.



POSITION DESCRIPTION

Electrical Engineer

Position Number	1056, 1395
Position Status	Full Time
Position Supervisor	Specialist Electrical Engineer (1052)
Department	Asset Management and Project Services
Job Level of Work	I

Job Context

Provide engineering functions relevant to electrical engineering for capital works in the areas of new developments and for the maintenance of existing facilities.

Job Purpose Statement

The role is responsible and accountable for providing a complete range of electrical engineering services to capital and maintenance works in the areas of new development projects, maintaining and troubleshooting issues with existing facilities, and undertaking research and development.

Job Accountabilities

- Plan, develop and coordinate capital and major maintenance works engineering projects through the project life cycle to achieve agreed specifications by providing:
 - Project management of multi discipline projects.
 - Technical and project management advice and input into client requests.
 - Concept development.
 - Pre-feasibility studies.
 - Feasibility study.
 - Detailed engineering design.
 - Manage implementation and handover.
- In the project construction phase, the position undertakes the role of the Technical Services Manager's representative to provide technical advice, co-ordinate supervision and execute all contract administration. The position undertakes a similar role of projects carried out by GPC's own workforce;
- Contribute to developing the Engineering Services Business Plan by:
 - Providing technical advice to optimise and maximise plant, equipment output and life whilst reducing operational or equipment downtime.
 - Make recommendations where there is a problem with the operation of particular items of plant.
 - Provide technical advice on the selection of equipment with a view towards site wide standardization, reliability and maintainability.
 - Provide an engineering peer checking service.
- Ensure GPC electrical engineering standards by:
 - Coordinating implementation and monitoring site compliance.
 - Contribute to their development and improvement in light of electrical legislation and industry best practice.



- Perform technical evaluation of submitted tenders to ensure the tender selected best satisfies project specification with regard to quality, reliability, timeframe, cost, safety and environment, and make recommendation to the Technical Services Manager;
- Ensure effective relationships with Operations and Maintenance that affirm alignment of their operational need;
- Work towards achieving financial responsibility through identification of cost saving measures and effective utilisation of resources;
- Ensure that the workgroup meet or exceed the Health, Safety and Environment Management System requirements by fostering HS & E aligned working behaviours, conditions and practices, targeted at achieving zero incidents and injuries;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:
Growth, Prosperity, Community
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

Decision Making Authority & Impact

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Authority Expenditure in accordance with GPC Policy.

Job Challenges & Impacts

- Operate effectively in an environment where there are conflicting demands on resources and budgets.
- Establish and maintain relationships within GPC departments.
- Ensure projects are on time, on budget and to required specification.
- Develop effective communication networks and techniques to provide information to relevant stakeholders.
- Maintain statutory electrical compliance at all sites.
- To influence the safety culture at GPC, including our contractor workforce, by ensuring our safety systems run efficiently and effectively.

Key Relationships

Internal

- Working closely with peers within Engineering Team:
 - Provide technical advice and support on problems relating to site standards, project works and systems.
 - Provide specifications, technical advice and support on projects for Construction Supervisors.
 - Provide design details for Draftspersons.
 - Ensure that all drafting work meets the necessary requirements.
- Interaction with Specialist Electrical Engineer as a direct report:
 - Regarding progress of allocated projects.

- Interaction with Management, Shiploading and Unloading Maintenance Coordinators, Planners, Supervisors and Superintendents:
 - Provide technical advice as requested and resolve the day-to-day problems relating to project works.
- Interaction with Operations Shiploading and Unloading Superintendents and Supervisors:
 - In discussing details which may affect operations.
- Work closely with Control Systems team:
 - On projects and standards to ensure the two functions are aligned.
- Work Closely with Electrical Power Engineer:
 - On projects and standards to ensure the two functions are aligned.
 - On High Voltage Isolation and Access permits.
- Interface with Port Planning and Development.

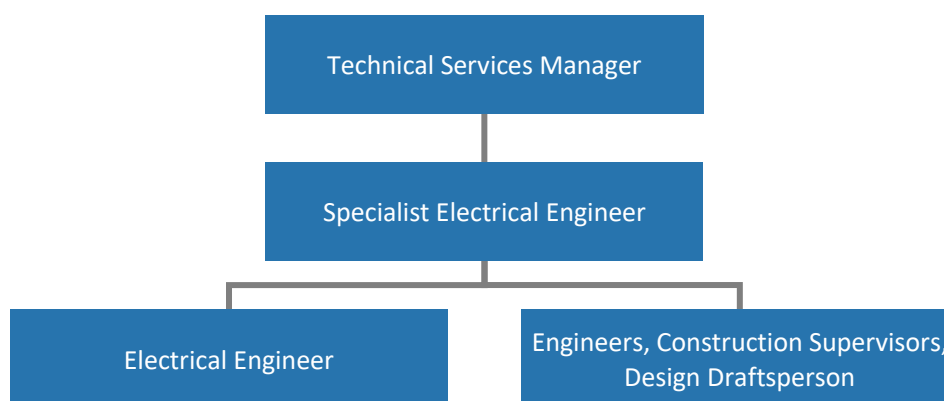
External

- Liaises with drafting and engineering contractors:
 - Assistance in specialist areas.
- Liaises with Government agencies and commercial bodies such as QR, Ergon Energy, Electrical Safety Office, Telstra and council:
 - Ensuring projects comply with relevant standards and legislative requirements.
 - Providing support for Electrical Incident investigations.

Level of Supervision

Direction is provided on the assignments to be undertaken, with the occupant determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. Performance is checked through project completion.

Organisation Chart



Formal Qualifications

- Tertiary qualifications in electrical engineering.
- Registration as a Professional Engineer in Queensland (RPEQ) or Chartered Professional Engineer (CPEng) qualification or willing to work towards qualification.

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Electrical Engineering	<ul style="list-style-type: none"> Substantial electrical engineering experience in an industrial environment including Electrical Distribution, PLCs, SCADA, Safety Systems, Hazardous Areas, Communications, and Instrumentation; Ability to apply the appropriate tools, systems and methodology within own engineering discipline; Advanced knowledge of MS office suite including MS Project, electrical engineering software (Powercad, Powertools for Windows) and work flow maintenance management systems.
2. Project & Contract Management	<ul style="list-style-type: none"> Electrical & Instrumentation project management experience in an industrial environment; Preparation of project documentation such as justifications, scopes, capital expenditure requests etc.; Management of the overall design process, ensuring alignment to project goals and relevant stakeholder requirements; Experience with setting up and management of contracts including engineering consultants and construction teams; Monitors contractor/consultant service delivery and works to ensure contractual agreements are met; Leadership in the commissioning activities for electrical projects, and ensuring suitable hand-over.
3. Cost Monitoring and Reporting	<ul style="list-style-type: none"> Broad knowledge of cost monitoring and reporting and understands the importance of these in meeting project outcomes; Applies a broad understanding of organisational, port and plant cost requirements and expectations; Monitors, analyses and reports on internal costs as required.
4. Safety	<ul style="list-style-type: none"> Demonstrated ability to model, foster and advocate for a positive safety culture.
5. Communication	<ul style="list-style-type: none"> Demonstrated high level of interpersonal, verbal and written skills including the ability to liaise, influence and create positive relationships inside and outside GPC.
6. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.