



POSITION DESCRIPTION – MAINTENANCE ELECTRICIAN

Position Title	Maintenance Electrician		
Portfolio	Operations		
Centre/Department	Maintenance		
Primary Location	Young	Secondary location(s)	Whittingham
Classification	Maintenance Worker	Salary Range	Enterprise Agreement
Employment Type	Full-time	Contract type	Permanent
Hours per week	40	Contract duration	Ongoing
Reporting to	Maintenance Supervisor		
Reports	Direct:	Apprentice Electrician	
	Indirect:	Nil	

1 E C THROSBY

E C Throsby and Hilltop Meats are family-owned, Australian businesses. An export beef processor specialising in cows and bulls. Our unique hot boning process stands us apart as a leader in the Australian Beef Industry. With Quality and Safety at the core of our values our highly experienced and dedicated team ensure we maintain the highest standards and access to export markets all over the world. Our highly efficient and first-class processing facilities located at Whittingham and Young in NSW, combined with our highly skilled and valued team of employee's positions E C Throsby at the forefront of export beef processing in Australia.

2 DEPARTMENT OVERVIEW

The strategic objective of the Maintenance team is to ensure the efficient, and effective operation of the plant, equipment and facilities on-site and to facilitate the implementation of the maintenance plan and preventative maintenance activities.

3 POSITION OVERVIEW/YOUR OPPORTUNITY

The Maintenance Electrician reports to the Maintenance Supervisor and is responsible for fault finding and proactively repairing machinery as well as preventative maintenance/installations and special projects which enables the production team to produce high quality products.

4 KEY DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

4.1 OPERATIONAL

- Preventative maintenance and servicing of all production equipment
- Fault finding all equipment including state of the art machinery/robotics
- Responsible for all tools and ensure no tools are left in production areas
- Repair of production machinery parts, replacement of production machinery parts
- Maintenance of all machinery
- Complete preventative maintenance and reactive worksheets from Maintenance Scheduling Program
- Stock control of all relevant consumables



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- Planning and implementation of various maintenance projects
- New installations and installations of new equipment
- General maintenance of unused machines
- In consultation with Production staff, identify equipment and areas requiring attention.
- Constant review of production line to ensure optimal effectiveness
- Provide coverage for annual and personal leave of other Maintenance members across all shifts.

4.2 FINANCIAL

- Minimise impacts to production activities and financial profit through ongoing preventative maintenance and reduction of machinery related downtime.

4.3 WHS

- Ensure safety is maintained as a key focus
- Report all safety related hazards, risks or concerns to managers
- Conduct appropriate risk assessment and mitigation activities for the work being performed
- Comply with WHS Policies and Procedures

4.4 PEOPLE

- Work cooperatively with all employees to ensure the interests of the business, the wellbeing of the employees and team culture is maintained.
- Report any people related concerns to the People and Safety team

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

5 KEY SUCCESS FACTORS

The successful candidate will demonstrate the best combination of the following characteristics:

- Working well as a team member
- Punctuality
- Prioritising work in step with any issues that arise
- Ability to complete an assigned task within the required time frame
- High attention to detail
- High level of communication with the Production Staff Supervisors and members of the Management Team
- Compliance with all Company systems, standards, policies and procedures
- Complete preventative maintenance requests as per schedule and delegation from Maintenance Manager



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6 QUALIFICATION(S)/REQUIREMENTS

6.1 MANDATORY REQUIREMENTS

- Australian electrical supervisors licence/ Australian electrical contractors licence; or
- Completed VetAssess and willingness to gain provisional licence and undertake OTSR Gap Training

6.2 HIGHLY DESIRABLE REQUIREMENTS

- Experience with PLC's or programming PLC's
- Forklift licence is desirable
- Food Manufacturing knowledge or relevant industry experience
- Demonstrated planning, organisation and problem solving skills
- HV electrical certificate
- Current drivers licence

7 ADDITIONAL INFORMATION

- This role will require some flexibility to meet production demands

	Authority Level	Name	Date
Prepared By	Hiring Manager		
Approved By	SLT Member		



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Applicant Declaration

I, _____ have read and understood the position description for the
_____ position as detailed in this document.

Signature: _____

Date: ____/____/____