



Maintenance Electrician (Industrial) – Job Description



POSITION TITLE:	Maintenance Electrician	
Based:	Marlborough	
Reports To:	Electrical Lead	
Overall Purpose:	<p>The overall purpose of the Maintenance Electrician is to ensure that all electrical equipment and systems are functioning optimally, efficiently, and safely. This includes installing, maintaining, repairing, and troubleshooting electrical systems and equipment to minimize downtime and ensure that production processes are not interrupted.</p> <p>The role of the Maintenance Electrician is crucial in preventing electrical failures that could result in production shutdowns, property damage, or personal injury. The Maintenance Electrician is responsible for performing regular inspections, identifying electrical issues, and repairing or replacing faulty equipment or components to prevent system failures and ensure optimal performance.</p> <p>In addition, maintenance electricians are responsible for ensuring that all electrical systems and equipment are in compliance with industry regulations and safety standards. The Maintenance Electrician works closely with other members of the Trades Department and Production staff to ensure that the electrical systems and equipment are integrated with production systems to meet the specific needs of the business.</p>	
Mindset:	<p>You take a proactive approach to Safety and Quality (including Food Safety), establishing high standards within your team and setting a good example.</p> <p>Because you are passionate about continuous improvement, you engage with all departments and maintain regular touch with your team leader to achieve the greatest outcomes for the business.</p>	
Relationships:	Internal	Trades Manager Electrical Lead Department Supervisors & Team Leaders
	External	Contractors Suppliers Original Equipment Manufacturers (OEM)

KEY ACCOUNTABILITIES

Areas of Responsibility:	<ul style="list-style-type: none"> • Install, maintain, and repair electrical and instrumentation control systems and equipment. • Troubleshoot and diagnose issues with electrical and instrumentation control systems using knowledge of electrical principles and testing equipment. • Read and interpret electrical schematics, blueprints, and other technical documents to identify and resolve issues. • Follow safety protocols and, including lockout/tagout procedures and proper personal protective equipment. • Conduct regular inspections of electrical systems and equipment to identify potential problems before they occur. • Install and maintain lighting systems, including emergency lighting and exit signs, to ensure compliance with building codes and safety standards. • Develop and maintain documentation related to electrical maintenance activities, including work orders, repair logs, and equipment manuals. • Collaborate with other departments, including production, trades, and quality control, to identify and address electrical maintenance, repair and improvement needs. • Stay up-to-date on new technologies and best practices in electrical maintenance to improve efficiency and reduce costs. • Train and mentor other maintenance staff including apprentices on electrical tasks and procedures.
General:	<ul style="list-style-type: none"> • All day-to-day tasks required as normal • Cleanliness is non-negotiable
Health & Safety:	<ul style="list-style-type: none"> • All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS • Be aware of and comply with the legislative requirements as defined in the HSWA 2015. • Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in iSafe. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace. • Behave in a manner that does not endanger the health and safety of themselves or others •
Other:	<ul style="list-style-type: none"> • From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Positively contribute to improvement efforts across the wider team

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

Qualifications and/or Experience:	<ul style="list-style-type: none"> EWRB registered and have a current practising licence 2 plus years of Industrial Electrical experience
Skills and Knowledge:	<ul style="list-style-type: none"> Strong knowledge of engineering practices, cleaning procedures and maintenance practices Strong methodology in electrical fault finding and appropriate repairs Solid understanding of health and safety regulations and practices. Computer literate with capability in email, MS Office, MS Teams CMMS experience (advantageous) Instrumentation (highly advantageous) Automation (highly advantageous)
Personal Attributes:	<ul style="list-style-type: none"> Highly organised Strong attention to detail Resilient Pragmatic and proactive Ability to self-manage and use initiative Driven for results Have a can-do attitude Be a team player Have a desire to learn and grown your skills further

KEY PERFORMANCE INDICATORS

	<ul style="list-style-type: none"> Machine Downtime Work Order Management Asset Performance Time and Attendance
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I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name: _____ **Signed:** _____

Dated: _____