

## JOB DESCRIPTION

I. JOB DETAILS:			
Position Title:	Plant Electrician		
Report to:	Plant Maintenance Foreman/Supervisor		
Business unit/ Department	Maintenance /Operations		
Grade:	Skilled Labor	Date:	April 2012
II. JOB DIMENSIONS: (Key Factors)			
Number of Staff Supervised	Direct Reports	0	
	Total	0	
Key Financial Dimensions: SR. <i>If none Insert "0"</i>	Operating/ Capital Budget	-	
	Revenues	-	
	Purchases	-	
	Assets	-	
	Others (Identify)	-	
III. JOB PURPOSE:			
Maintain electrical motors, controls and other electrical equipment of the plant and factory; perform routine maintenance on equipment, and troubleshooting electrical problems.			
IV. COMMUNICATIONS & WORKING RELATIONSHIPS:			
Internal			
<ul style="list-style-type: none"> <li>Co. Plant Equipment Manager, Regional Maintenance Manager, Plant Maintenance Engineers &amp; Supervisors, Foreman; Workshop Maintenance team; Plant Maintenance team; Production team</li> </ul>			
External			
<ul style="list-style-type: none"> <li>Plant equipment manufacturer's representatives, dealers &amp; distributors; Industrial electrical and electronic suppliers &amp; dealers</li> </ul>			

V. WORKING CONDITIONS:			
<ul style="list-style-type: none"> <li>Work in the plant and occasionally in the workshop and most of the time exposed to extreme weather conditions, dust, noise, fumes, vibration and gases; mechanical, chemical, &amp; electrical hazards.</li> </ul>			
HAZARDS & ATMOSPHERIC CONDITIONS			
Hazards and Atmospheric Conditions Types	Y/N	Hazards and Atmospheric Conditions	Y/N
<ul style="list-style-type: none"> <li>Exposure to Fumes</li> </ul>	Y	<ul style="list-style-type: none"> <li>Mechanical Hazards</li> </ul>	Y
<ul style="list-style-type: none"> <li>Exposure to Dust</li> </ul>	Y	<ul style="list-style-type: none"> <li>Chemical Hazards</li> </ul>	Y
<ul style="list-style-type: none"> <li>Exposure to Extreme Temperatures</li> </ul>	Y	<ul style="list-style-type: none"> <li>Electrical Hazards</li> </ul>	Y
<ul style="list-style-type: none"> <li>Wet and/or Humid</li> </ul>	Y	<ul style="list-style-type: none"> <li>Radiant Energy Hazards</li> </ul>	N

▪ Noise	Y	▪ Explosives Hazards	N
▪ Vibration	Y	▪ Burn Hazards	N
▪ Mists or gases	Y	▪ Other	N
Comments.			
<b>EQUIPMENT &amp; TOOLS</b>			
List Equipment used for job:	List Tools:	Types Drives Vehicle:	Others
▪ Calibration equipment	▪ Electrician Tools		
▪ Electrical test equipment	▪ Multimeters		
	▪ Power Tools		

<b>VI. ACCOUNTABILITIES:</b>	
<b>DESCRIPTION:</b>	<b>KEY RESULT AREA (KRA)</b>
<b>Plant electrical system:</b> <ul style="list-style-type: none"> <li>Assist in diagnosing, and fault tracing of plant electrical system malfunctioning, using multi meters, voltage detectors, other test equipment and hand tools to locate the cause of disruption or equipment breakdown and perform repair and corrective action.</li> <li>Assist in the assembly, installation, testing and maintenance of electrical wiring, electronic component, devices, apparatus, and fixtures using hand tools, power tool.</li> <li>Assist in connecting wires to circuit breakers, transformers, or other components.</li> <li>Carry out electrical works required in the maintenance of batch plants, plant ancillaries, and similar stationary equipment to identify, determine causes of the malfunction.</li> </ul>	<ul style="list-style-type: none"> <li>Response time in diagnosing and troubleshooting</li> <li>Quality of wiring and connection</li> </ul>
<b>Inspection &amp; new installations:</b> <ul style="list-style-type: none"> <li>Assist in the inspection of electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair to ensure plant operates properly.</li> <li>Assist in plant equipment installations, and electrical wiring, based on approved specifications and codes.</li> <li>Work with team or crew during new installation.</li> </ul>	<ul style="list-style-type: none"> <li>Reduce plant downtime</li> <li>Accurate and updated schematic diagram of the plant</li> <li>Timely completion of new plants</li> </ul>
<b>Modifications, overhauls and testing:</b> <ul style="list-style-type: none"> <li>Assist in overhauling and rewinding of motors, control boards; modifies or provides custom alterations to electrical system and to test the system and continuity of circuits to ensure compatibility of the system and conformance to safety codes.</li> </ul>	<ul style="list-style-type: none"> <li>Improve plant and equipment performance</li> <li>Quality assurance</li> <li>Safety of the plant and facilities</li> </ul>
<b>Policies &amp; Procedures:</b> <ul style="list-style-type: none"> <li>Follow all relevant operational procedures and instructions so that work is carried out in a controlled and consistent manner.</li> </ul>	<ul style="list-style-type: none"> <li>Audit of compliance to operational procedures and instructions.</li> </ul>

**VI. ACCOUNTABILITIES: Continue.**

DESCRIPTION:	KEY RESULT AREA (KRA)
<b>Safety, Quality &amp; Environment:</b> <ul style="list-style-type: none"><li>Follow all relevant safety, quality and environmental control procedures and instructions so that personal safety/the safety of others is not jeopardized and a minimum level of product/service quality and environmental impact can be guaranteed.</li></ul>	<ul style="list-style-type: none"><li>Audit of compliance to safety, quality and environmental procedure and instruction.</li><li>Frequency of Lost Time Incident's, safety incidents and near misses.</li></ul>
<b>Tools related safety knowledge</b> <ul style="list-style-type: none"><li>Competent in the safe use of power tools (disc-cutter, hammer, power drills, submersible pumps and generators).</li></ul>	<ul style="list-style-type: none"><li>% of accidents related to use of tools.</li></ul>
<b>Emergency Call Out</b> <ul style="list-style-type: none"><li>Ability to work unsupervised on Emergency Call Out works relevant to blocked drains or general complaints; soil pipes, waste pipes, downspouts etc.</li></ul>	<ul style="list-style-type: none"><li>No. of successful Emergency Call out response</li></ul>

**VII. SUPERVISORY RESPONSIBILITIES: (If Applicable)**

- None.

**VIII. QUALIFICATIONS & EXPERIENCES:****EDUCATION**

- Vocational School Graduate of Industrial Electrician Course or related course or Combination of education and experience

**MINIMUM EXPERIENCE**

- 3 years in Ready-mix, Industrial or Manufacturing Plants, or Construction or similar field

**VIII. JOB-SPECIFIC SKILLS:**

JOB-SPECIFIC SKILLS	LEVEL	JOB-SPECIFIC SKILLS	LEVEL
<ul style="list-style-type: none"><li>None.</li></ul>			

**X. JOB-GENERIC SKILLS:**

JOB-GENERIC SKILLS	LEVEL	JOB-GENERIC SKILLS	LEVEL
<ul style="list-style-type: none"><li>Health &amp; Safety Systems</li></ul>	Good	<ul style="list-style-type: none"><li>Maintenance Principles</li></ul>	Average
<ul style="list-style-type: none"><li>English Language</li></ul>	Average	<ul style="list-style-type: none"><li>PC</li></ul>	N/A
<ul style="list-style-type: none"><li>Knowledge of Policy &amp; Procedure</li></ul>	Average	<ul style="list-style-type: none"><li>Presentation</li></ul>	N/A
<ul style="list-style-type: none"><li>Quality Management Systems</li></ul>	N/A	<ul style="list-style-type: none"><li>Project Management</li></ul>	N/A
<ul style="list-style-type: none"><li>Time Management</li></ul>	N/A	<ul style="list-style-type: none"><li>Written Communication</li></ul>	Average
<ul style="list-style-type: none"><li>Environmental Management Systems</li></ul>	N/A	<ul style="list-style-type: none"><li>Engineering Principles</li></ul>	N/A
<ul style="list-style-type: none"><li>Financial Awareness</li></ul>	N/A	<ul style="list-style-type: none"><li>Engineering Project Costing</li></ul>	N/A
<ul style="list-style-type: none"><li>Microsoft Dynamics AX</li></ul>	N/A	<ul style="list-style-type: none"><li>Financial Accounting</li></ul>	N/A

**XI. CORE COMPETENCIES:**

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Adaptability	Developing	▪ Teamwork	Developing
▪ Initiative	Developing	▪ Customer Oriented	Developing
▪ Cooperation	Developing	▪ Continuous Learning	Developing
▪ Communication	Developing		

**XII. Technical Competencies: Specific Competencies Job Related:**

COMPETENCY NAME	LEVEL	COMPETENCY NAME	LEVEL
▪ Metrics & Performance Measurement	Developing	▪ Technical Expertise	Developing

**XIII. APPROVALS:**

Line Manager (Dept. Manager / Function Head):

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Signature

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Date

HR Director:

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Signature

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Date