

## **Schedule**

### **JOB DESCRIPTION**

<b>Role</b>	<b>CONTROL/DCS TECHNICIAN (Oji - (DAY))</b>
<b>Site Location</b>	OJI Fibre Solutions Kinleith Mill
<b>Purpose</b>	To complete all instrumentation / electrical work and testing to highest standards of safety, quality and service and in line with the relevant standards and industry practices. To ensure all installation and testing work is carried out profitably and all relevant documentation is completed accurately and on time To work safely without presenting a direct threat to self and others
<b>Reports to</b>	McKay Supervisor or nominated deputy
<b>Internal and External Contacts</b>	<b>Internal</b> Engineers Supervisor Site Manager Co-ordinator Other relevant McKay personnel  <b>External</b> Customers Suppliers Contractors Customers or Customer Representatives

Competency	Level
Developing Others	Provides task related and wider learning opportunities for apprentices and facilitates the attainment of new skills by strong feedback and coaching

### 3 Qualifications, Knowledge and Skills

Qualifications	Instrumentation Apprenticeship or Registration Advanced Trade in Instrumentation including specific training for PLC and DCS hardware and software Current practicing license
Knowledge/ Experience	5 years experience in heavy industries, pulp and paper preferred Direct experience with Allen Bradley PLCs and Control Logix (Tasman and Kinleith) Direct experience with Foxboro DCS (Kinleith) Direct experience with Bailey Infi 90 DCS (Tasman) Troubleshooting and calibration of specialised process analysers, including analysers of radioactive sources (minimum 2 licensed at each site) not including QCS
Skills (including Technology)	Health and Safety Current New Zealand Driving Licence

## 1 Key Result Areas

Key Result Area	Accountabilities	Outcomes
Installation, Manufacturing and Testing of Electrical systems and/or Equipment	<p>Carry out all instrumentation and testing using correct equipment</p> <p>Complete instrumentation work to required time frames</p> <p>Identify opportunities to improve reliability and machine uptime</p> <p>Maintain up to date knowledge of all changes to AS/NZ standards relevant to work</p> <p>Oversee and ensure each job is carried out to the highest quality and to relevant AS/NZ standard</p> <p>Liaise with Supervisor/leading hand or piers to ensure management of work</p> <p>Refer all queries, issues and problems to relevant McKay personnel and request back-up assistance including increased personnel and resources etc</p> <p>When required, request assistance in installation, manufacturing and testing from Supervisor or Site Manager</p> <p>Effectively Communicate all issues</p> <p>Liaise with all relevant personnel on all aspects of installation, manufacture and testing of equipment as and when required</p> <p>Complete all relevant documentation relating to projects as and when required</p>	<p>All instrumentation work carried out in an efficient, safe and approved manner</p> <p>Downtime due to injuries continues to reduce</p> <p>All installations and manufacturing is tested and fit for its purpose.</p> <p>All work completed inline with McKay's quality procedures.</p> <p>Maintain or improve turnaround time of installations, manufacturing and testing where possible</p> <p>Install appliances and/or equipment to manufacturers specifications and customers required standard</p> <p>All documentation completed accurately and on time</p> <p>Minimal rework</p>
Customer Service	<p>Listen to internal and external customers and evaluate their needs accordingly</p> <p>Respond promptly to all customer queries</p> <p>Develop strong relationship with customers and in-depth knowledge of their requirements</p> <p>Deal effectively with all internal and external customer complaints and queries</p>	<p>Commitments to all customers are met 100% of the time and feedback is positive</p> <p>All customer queries are dealt with immediately and satisfactorily</p> <p>Customer complaints kept to required minimum</p> <p>Positive satisfaction signoffs on conclusion of all customer complaints</p>
Apprentice Training	<p>Provide input into assessing apprentice's training needs and ensuring appropriate training takes place</p> <p>Monitor, evaluate and discuss performance with relevant McKay personnel</p> <p>Ensure supervision guidelines are followed when overseeing apprentice training</p>	<p>Apprentices are quickly performing at a consistently high level</p> <p>Apprentices work in safe environment within limits of their capability</p>
Health & Safety	Ensure full understanding and follow McKay and OJI safety policies and	All work completed in an efficient, safe and approved manner

Key Result Area	Accountabilities	Outcomes
	<p>objectives and request advice or opinion when required.</p> <p>Ensure operational procedures are followed</p> <p>Actively participate in regular pre-start, tool box, health and safety and safety committee meetings as required</p> <p>Participate in any incident investigation as required</p>	
Team membership	<p>Participate as a positive member of the maintenance team and in the wider McKay organisation</p> <p>Actively participate in designated maintenance team and provide a positive contribution as required</p>	Perceived as being an active and committed team member of McKay
Training	<p>Participate in training as required</p> <p>Take a proactive approach ensuring all required competencies are current</p>	Ensure continual learning and skill and knowledge development
Policies and Procedures	Ensure all actions and work are in accordance with McKay and OJI rules and policies	Compliance with rules and policies
Other duties	Undertake such other duties as the company may reasonably require	

## 2 Competencies

Competency	Level
Technical Knowledge	High level technical knowledge within industry and expert in own area; mentors others and recognises potential problems, implements technical initiatives and contributes to technical planning. Undertake technical research when required. Update skills regularly.
Communicating Upwards	Able to communicate confidently to one level up within the organisation
Written Communication	High level of written and digital communication skills including ability to write simple correspondence, complete forms and communicate through digital formats.
Customer Orientation	Competent in ensuring the customer's stated needs are met and satisfied and shows a customer service ethic in approach.
Relationship Building	Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills
Responsibility/ Accountability	Highly committed to work area's responsibilities and ensures all work is completed to a high standard and on time, irrespective of problems or issues
Attention to Detail	Is detail focused and ensures own and others' work is checked, accurate and to a high quality standard