

**Issue 31/3/2010**

Note - The detail below cover both a standard and senior position. The senior position will have a higher skill level and/or better coverage of each aspect.

**Safety/QA**

It is the responsibility of all staff to ensure any work is performed to the company procedures and standards required. This includes;

- Participation in the company's safety/QA system.
- Ensure work standards are maintained
- Ensuring all work is performed with the correct induction and qualifications for sites
- Provide feedback to management on safety issues with formal reports.
- Provide management with details of any issues which may effect the business.

This position requires the person to ensure work under their supervision meets these needs.

**Operational**

The position of a Project Technician focuses on assisting staff and customers in the more technical aspects of projects relative to instrumentation and control equipment, engineering and installation. This work includes

- Liaison with customers to ensure their needs and being met.
- Investigation of existing wiring/site needs for integration into the design.
- Generation of wiring diagrams/schematics to match the site and project needs.
- Checking of field sensors for physical suitability and organize/perform calibrations.
- Configuration, programming and graphics generation of the systems (as abilities allow).
- Assisting with system testing.
- Planning tasks for site personnel.
- Supervising the installation especially with respect to maintaining the design needs.
- Liaison with the site services staff to prioritise work and plan the site installation needs.
- Commission field wiring and assist with system commissioning.
- Support existing sites with faults, minor changes.
- Assisting in auditing safety and/or quality systems.

The above will vary with the size of the project. For small

projects the person may perform all design, engineering and commissioning whereas on the larger projects the position would be more site oriented.

## Skills

Key attitude requirements are;

- Self motivation.
- Willingness to learn.
- Above average quality of work.
- Result focus on the work done.

The core skills required include;

- A supervisor electrical license.
- An up to date knowledge of wiring rules and licensing requirements.
- Experience in designing and fault finding electrical circuits.
- To be able to supervise apprentices and other training personnel where required.

## Management

The position can report to several different managers or supervisors depending on the expertise and skill levels.

Management skills vary depending on the level of expertise within the position but can include;

- Assessing the needs for new personnel.
- Supplying their manager feedback on employee performance.
- Be involved in employee assessment and performance reviews.

## Financial

Responsible for the project cost tracking where they are the project supervisor. This includes;

- Review of initial estimates and flagging any concerns/discrepancies
- Monitoring progress against estimated.
- Ensuring invoices occur as per schedule.
- Updating monthly reports for projects including estimated hours to complete.

More exposure/emphasis is placed on these aspects in the senior role.

## Performance Assessment

The assessment of performance is done by reviewing attitude, skills, tasks and that technical objectives met. An attitude matching the company's personality is essential.

## Remuneration

Will be based on experience and work results. With senior positions this includes a base pay relative to the position, plus an earned performance component.

## Personal Development

The advancement financially is with higher performance

in the position itself. Additional growth in the team, maintaining performance on larger projects/teams and increased responsibility in the position will lead to financial advancement.

The main area of development from this position are;

1. Senior Technician (Projects)
2. Supervisor (various positions).

Other opportunities exist which are not main stream

1. Sales position