

Position Description

Process Technician – Wood Waste to Energy Plant

Position Details

Position Title	Process Technician – Wood Waste to Energy Plant
Classification	EMRC Banding Level 6 (Operations)
Position Number	A0156A
Basis of Employment	Full Time
Team Name	Projects – Wood Waste To Energy

Position Objectives

- Safe and routine operation of the Wood Waste to Energy Plant.
- Monitoring and reporting on the operation of the Wood Waste to Energy Plant.
- Ensure standards, guidelines, recommendations, processes and procedures related to the operation and maintenance of the Wood Waste to Energy Plant are followed at all times.
- Ensuring production targets are met or exceeded.
- Ensuring preventative maintenance activities are conducted and reported on in a timely manner.

Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

Excellence	Striving for excellence through the development of quality and continuous improvement.
Recognition	Valuing employees in a supportive environment that focuses on their wellbeing.
Innovation	Focus on innovative approaches in projects and service delivery.
Responsiveness	Dynamic and flexible service delivery.
Integrity	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Position Requirements

Competencies

- Able to draft processes and procedures (if required).

Experience

- Process operations (>5 years).
- Reviewing and issuing work permits (Hot and Cold), including gas testing.
- Designing and effecting process isolations.
- Confined space permit and access management.
- Experience working with electrical and instrumentation systems.
- Experience working in hazardous areas.
- LV power generation systems.
- Hazard identification and risk assessments.

Qualifications

- Electrical Trade Qualifications, Certificate IV Engineering – Electrical and Instrumentation.
- Diploma Engineering – Electrical and Instrumentation.
- Atmospheric gas testing tickets (desirable).
- Fork lift truck ticket (desirable).
- Working at Height (desirable).
- Confined Space (desirable).
- Elevated work platform (desirable).
- High Voltage Switching (desirable).

Key Duties / Responsibilities

Position Responsibilities

- Safety operate, control and maintain the Wood Waste to Energy Plant.
- Complete daily site walk rounds and carry out plant inspections.
- Carry out maintenance activities as per work orders in the system.
- Have a detailed understanding of the plant and be competent in isolation switching and permit issuing activities.
- Be competent in interpreting electrical schematic and loop diagrams, P&ID's and PFD's PLC ladder logic.
- Show competency in ability to fault find PLC's.
- Show competency in instrument fault finding and calibration (P, T, DP, orifice plate, etc).
- Calibrate readings of instruments according to standards and adjust phasing and align stages to ensure accuracy of recording and indicating function.
- Demonstrate able experience maintaining process plants.
- Understanding and ability to fault find and program VVVF drives.
- Understanding of Type B appliance gas burners.

- Assist in outages when required and assume a project lead role to any subcontractors on site assisting in completing work.
- Ensure quality and safety of operational works –with minimum of risk to personnel, the environment, equipment and materials.
- Ensuring Job Hazard Analysis (JHA) are performed where required to eliminate or control detected hazards.
- Ensuring appropriate Personal Protective Equipment (PPE) is available and used correctly.
- Identify and escalate potential production bottlenecks and assist with formulation of solutions.
- Communicate with and escalate any issues to the Manager Wood Waste to Energy Plant.
- Identifying opportunities to improve processes and work performance.
- Monitoring plant operational conditions and highlight any at risk maintenance to be carried out.
- Assist in completing work orders in the CMMS.
- Carry out daily operational logs for all operational activities performed.
- Maintain operational records in accordance with the contract.

Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Organisational Relationships

Responsible to	Manager Wood Waste to Energy Plant	
Supervision of	Not Applicable	
Internal and External Liaison	Internal	All EMRC Management and Employees
	External	Contractors and other Site Visitors

Extent of Authority

- This position operates under the supervision of the Manager Wood Waste to Energy Plant and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

- Electrical/Instrument Trade Qualifications.
- Experience working in hazardous area environments.
- Experience working with permit systems, isolation procedures.

Desirable

- Diploma Engineering in Electrical Systems.
- Certificate IV Electrical and Instrumentation.
- Able to draft Procedures.
- Fork, Atmospheric Gas Testing Tickets.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee _____

Signature of Employee _____

Date _____

Date Last Reviewed	July 2020
Reviewed	Manager Wood Waste to Energy Plant
Updated	Manager Human Resources
Approved	Chief Projects Officer