



JOB DESCRIPTION: Engineering Technician

Job Title: Engineering Technician		Business Unit: Ten4 Limited	
Directly Reports to: QAS Workshop 2		Direct Reports:	
Role Purpose: To provide general repairs, fabrication and services to Ten4 customers, in line with company policies and procedures to ensure optimum safety, quality of workmanship and efficiency in completing work.			
Internal key relationships:			
QAS	Management	Workshop team members	
Workshop Administrator	Health and Safety Representative		
External key relationships:			
Customers			
Key Position Requirements			
<i>People</i>	<ul style="list-style-type: none"> • Maintain a safe working environment. • Work with Engineering Team. • Maintain positive relationships with Team members. • Maintain open and effective communications with all personnel. • Remain focused and motivated and undertake to complete challenges of all tasks. 		
<i>Time Management</i>	<ul style="list-style-type: none"> • Manage and work to the schedule as required. • Complete all necessary job close outs as required. • Report to work at allocated times, fit for work. 		
<i>Technical</i>	<ul style="list-style-type: none"> • General engineering maintenance, repairs, and manufacture of all makes of heavy vehicles, trailers, and associated equipment. • Ensure you are adequately trained to use workshop equipment • Work areas must be cleaned, and workshop equipment returned during and on completion of all tasks. • Report to and receive all tasks and directions from the appointed supervisor. • Account for and post all materials and parts consumed to the correct job during and at the completion of each job. • Manage multiple and changing priorities. 		
<i>General</i>	<ul style="list-style-type: none"> • Maintaining safe housekeeping practices as required: <ul style="list-style-type: none"> ○ Keeping walk-areas and work-areas clear of obstructions, trip hazards, falling objects, combustible material ○ Where identified removing from service defective or unserviceable equipment ○ Waste segregation e.g., hot cut-offs and oily rags, general combustible materials 		
<i>Safety Health and Environment (SHE)</i>	<ul style="list-style-type: none"> • To participate in Safety, Health and Environmental programmes at all times. • To work with Safety, Health and Environmental policies, procedures, and process at all times. 		
<i>Continuous Improvements</i>	<ul style="list-style-type: none"> • Be actively involved in the Company Continuous Improvement process. • Participate and suggest improvements to workplace processes. 		

Employee initial _____

Person Specification

Job Title: Engineering Technician

Business Unit: W2

Directly Reports to:

Direct Reports:

Education, Qualifications & Training

The position requires a *Heavy Fabrication background*.

Essential

- ❖ Valid Driver's License
- ❖ Previous fabrication experience
- ❖ MIG downhand

Desirable

- ❖ Endorsements: Forklift,

Work Experience:

The position requires Fabrication experience

Essential

- ❖ Previous fabrication experience.
- ❖ Handtool knowledge and experience, powered and non powered.

Desirable

- ❖ Heavy Fabrication Tradesperson

Language Qualifications:

Essential

- ❖ English

Personal Attributes

- ❖ The position requires a well-presented team player committed to maintaining high standards and leading by example.

Personality Requirements

- ❖ Good interpersonal skills
- ❖ Good written and oral communication skills

Physical Requirements

- ❖ Ability to pass Pre-employment medical

Additional Information:

Software experience

- ❖ Nil

Work Environment

- ❖ Workshop environment

Other People you Will Work With (i.e. External Customers)

Key Competencies

- ❖ Understanding of mechanical requirements to meet engineering department needs.
- ❖ Good working relationships with other staff and management to foster 'team' approach.

Key Performance Indicators

- ❖ Safety –Ergonomic standards adhered to, manual handling standards applied at all times, safe working practices applied at all times, Take 5's completed for all tasks.
- ❖ Service – No rework, no overruns.
- ❖ Customer satisfaction – No complaints.