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	1.0	P. Montgomery	E. Karpel
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Job Description – Electrician Technician			1 of 3
1.0	04 March 2022	First Issue	

## 1 Purpose of Position

To perform the duties of an Electrician Technician for support, service & sales of BlueZone Group (BZG) products and services.

Assist the Site Manager with workshop activities as required.

## 2 Context of Position

BlueZone Group supplies and sustains Remote and Autonomous Systems (RAS) for Defence maritime applications in Australia and New Zealand.

The position plays a major support role in providing technical support and sales of existing and new BZG products and services

The position is based at the BlueZone Group (BZG) Head Office located in Newcastle.

Key Interfaces within BZG:

- Site Manager
- BlueZone Group Service Team
- Other BlueZone Group Staff

Key Interfaces outside the company:

- Defence staff
- Client staff
- Supplier staff
- Subcontractors
- Quality Auditor staff
- Visitors

This position is a full-time position.

## 3 Reporting Relationships

You would report to the BlueZone Group Site Manager – Newcastle.

#### 4 Work Related Outcomes

REQUIREMENTS	EVIDENCE
Provide Technical Support for all BZG supplied products	Ability to fault find and repair BZG supplied products
Provide Technical Support to BZG customers/clients	Respond to all BZG customer/client technical enquiries within 24 hours
Provide Technical Support to BZG provided services	Provide Technical Support for BZG provided services
Support BZG products and services at customer location	Attend customer site to support BZG products and services – this may include time at sea
Provide input to Engineering Design	Suggest improvements to BZG supplied products and services
ERP System	Assist updating and correcting of Service orders Update of all parts with supplier numbers Build parts lists Recommend parts for deletions Monitor and advise of obsolescence issues Ensuring the integrity of ERP data with respect to parts and BOMs, SITEMS etc.
Participate and contribute to continuous improvement company activities, systems, and processes.	Contribution to company improvements systems and processes Actively participate in improving business processes and eliminate waste from what we do and how we do it (LEAN program)
Compliance with all Occupational, Health and Safety, and ISO9001 Quality Assurance / Quality Control company policies, systems, and procedures.	Comply with traffic and walkway management during forklift operations. Comply with Hydrostatic Test safety requirements during operation. Comply with our ISO9001 QA/QC system and new policies and procedures. Comply with all OHS policies, systems, and procedures.
Other duties as directed.	Demonstrate a willingness to take on other duties as their own work commitments may fluctuate from time to time.



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## 5 Selection Criteria

### 5.1 What Qualifications are required?

Electrical qualified supervisors' certificate

### 5.2 What level of experience is required?

Sound understanding and experience in electrical and/or electronics with five years' experience.

### 5.3 What type of person is required?

The successful applicant will be a professional, confident, self-motivated and self-disciplined person with good communication, interpersonal and technical skills. They will be a well organised achiever able to perform at a high level with minimal supervision.

The person must also be prepared and willing to work after hours and at customer site as necessary to achieve the required outcomes of the position.

Travel is required.

Must have a car drivers' licence.

Must be fully vaccinated from COVID-19 or have an approved reasonable accommodation based on local legislation.

### 5.4 What skills are required?

#### General

- Good oral and written communication skill to people at all levels.
- Problem solving and decision-making skills.
- Able to co-ordinate workload and set priorities in multitask environment and able work under pressure and meet deadlines.
- Work in a team.

#### Computer Skills

- Computer literate – Microsoft Outlook, Word, Excel.