

Position Description

Electrical Planner

Title:

Electrical Planner

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To provide assistance to the Electrical Team Leader to allocate work to the Electrical team, to maintain the work order database in JDE-CAM, to develop and manage preventative maintenance work orders (PMs) and to plan work to be carried out during plant shutdowns.

Reports to:

Electrical Team Leader

Direct Reports:

None

Key Relationships:

Site Services Manager
Electrical Team Leader
Mechanical Team Leader
Mechanical Planner
Fitters and Electricians
Stores Administrators
Engineering Systems Co-Ordinator

Authorities & Financial Responsibilities:

Amount of Dollar dimensions applicable to your job

Amount	Comment
Nil	

Key responsibilities:

IN DESCENDING ORDER OF IMPORTANCE DESCRIBE THE KEY IMPORTANT AND DISCRETE ACCOUNTABILITIES

Key Responsibility	% of time
Provide assistance to the Electrical Team Leader to plan and organise the maintenance activities within the plant. This requires allocation of both internal and contract resources and liaison with plant staff to determine suitable shutdown times when work can be completed.	40
Maintenance of the JDE-CAM work order database to ensure that all information relating to work order allocation and status is kept up-to-date to ensure accurate reporting of workload.	20
Development of preventative maintenance work orders (PMs) for all routine	20

Position Description Electrical Planner

maintenance tasks within the Tatua site including spare parts information and reference material / work instructions where appropriate.	
Checking of reports from external contractors and job completion data from internal staff to ensure accuracy before the information is filed or entered into JDE-CAM by others.	10
General assistance to the Engineering team to respond to queries and assistance of completion of NCRs, H & S incidents etc. as required.	10

Key Result Areas (KRAs):

KRAs:	Measures:
Improve the electrical team engagement	<ul style="list-style-type: none"> • Improvement in co-operation and cohesiveness of the electrical team. • Improved efficiency of work completion. • Downward trend in number of outstanding work orders that are not waiting for parts etc.
Increase in % of work orders carried out as preventative maintenance rather than reactive maintenance.	<ul style="list-style-type: none"> • All routine tasks set up as PMs with clear instructions on how to carry out the work. • Increase in % PM vs. RM per metrics display.
Management of JDE Work Order Database	<ul style="list-style-type: none"> • All work orders allocated to correct status and staff member or contractor who is carry out the work to provide accuracy of outstanding work order reporting.
Health & Safety	<ul style="list-style-type: none"> • Reporting of all injuries and near miss incidents. • No lost time injuries within the team or the wider Tatua caused by maintenance activities.

General:

- To follow any lawful or reasonable instruction made by the employer
- To be present at work; and to work faithfully and honestly

Position Description Electrical Planner

Key Skills / Knowledge / Experience Required:

- Highly motivated, an ability to work with minimal management involvement and flexibility to handle change
- Highly organised, good listening skills and ability to work with and lead a diverse group of people.
- Experience of hygiene facilities desirable but not essential.
- Strong attention to detail to ensure that the required standard is maintained.
- Excellent communication skills – primarily verbal.
- Good time management, self-discipline, priority setting skills
- Good interpersonal skills with demonstrated ability to communicate.
- Proven success at building relationships and resolving issues with internal and external stakeholders

Essential Qualifications Required:

- **Relevant Electrical trade qualification.**

Desirable Qualifications:

- Dairy / Food Industry experience
- Prior experience of leading a team.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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