

# Position Description Automation Engineer

**Title:**

Automation Engineer

**Company:**

The Tatua Co-operative Dairy Company Limited

**Purpose of Role:**

To maintain and develop the Tatua plant automation systems (software and hardware)

**Reports to:**

Site Services Manager

**Direct Reports:**

None

**Key Relationships:**

Electrical Team Leader

Electrical Planner

Plant Managers

Cybersecurity an Innovation Manager

Infrastructure Manager

Projects Engineering Manager

Project Engineers

**Authorities & Financial Responsibilities:**

**Amount of Dollar dimensions applicable to your job**

Amount	Comment
None	

**Key responsibilities:**

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

Key Responsibility	% of time
Response to automation software issues that affect the operation of the plant. <ul style="list-style-type: none"><li>- Responding to and repairing software issues within a timely manner depending upon urgency.</li><li>- Responding to hardware faults when they occur.</li><li>- Providing troubleshooting assistance to the electrical and production staff as required.</li><li>- Addressing software issues outside of normal business hours (one week in three roster).</li></ul>	35%
Development, implementation and testing of software for projects.	30%

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<ul style="list-style-type: none"> <li>- Programming and testing of new software for upgrades and new projects.</li> <li>- Pricing of automation hardware and software upgrades for projects or replacement.</li> <li>- Liaising with 3<sup>rd</sup> party automation contractors as required to ensure that Tatura automation standards are met.</li> </ul>	
<p>Maintenance and forecasting of Automation hardware and software replacements.</p> <ul style="list-style-type: none"> <li>- Maintenance of correct licenses to allow all automation functions to operate legally.</li> <li>- Review of the automation hardware systems to ensure that they remain current and that a suitable quantity of spares is available to minimise downtime during outages.</li> <li>- Maintenance of the integrity of the automation system to ensure that failures are minimised.</li> <li>- Work with the Tatura ICT team to ensure that the automation system is not vulnerable to cyber threats.</li> <li>- Costing and forecasting of automation hardware and software upgrades for the annual capital budget.</li> </ul>	30%
<p>Non-Conformances</p> <ul style="list-style-type: none"> <li>- Providing automation expertise as required when non-conformances are raised that include an automation component.</li> </ul>	5%

### **Key Result Areas (KRAs):**

<b>KRAs:</b>	<b>Measures:</b>
Automation system reliability	Plant downtime owing to automation issues is minimised.
Automation support for projects.	Automation projects are executed on-time and on-budget.
The automation system is not at risk of cyber-attacks.	Zero cyber attacks via the automation system.
Health & Safety	<ul style="list-style-type: none"> <li>• Undertake all work in a safe manner and follow all company and workplace health and safety procedures</li> <li>• Identify new hazards and advise manager or workplace H&amp;S representative/ co-ordinator within 24 hours of identification (or earlier if required)</li> <li>• Accurately report incidents and accidents to manager or workplace H&amp;S representative/ co-ordinator as soon as possible</li> </ul>

# Position Description Automation Engineer

**General:**

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

**Key Skills / Knowledge / Experience Required:**

- Solid understanding of PLC architecture and industrial automation systems.
- Excellent working knowledge of Microsoft Windows operating systems, network configurations and PLC programming.
- Logical and methodical thinker
- Strong troubleshooting ability
- Sound knowledge of the operating principals of dairy processing plant
- Ability to remain calm under time pressure.

**Essential Qualifications Required:**

- Batchelor’s Degree in Engineering Majoring in Mechatronics or Electronics
- Batchelor’s Degree in an ICT Subject including Programming

**Desirable Qualifications:**

- Experience of PLC programming in an industrial automation role.

**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		
		( )						

