

Southern Oil Refineries - Employee Position Description

JOB TITLE	Trainee (Assistant) Technical Officer (Process)
DIVISION	Refinery Operations
LOCATION	Wagga Wagga
REPORTS TO	Duty Controller

POSITION SUMMARY

The Trainee Technical Officer assists the smooth production delivery and dispatch of supplies and product, provides general support to operations and trains as a Technical Officer while working with Refinery staff to ensure the safe, efficient and effective manufacture of quality base motor oils and by-products from used oil, in a manner that maximises throughput and provides an uninterrupted supply to meet demand.

KEY ACCOUNTABILITIES

Under supervision assist operate the refinery plant process to meet production targets	<ul style="list-style-type: none"> • Perform plant maintenance and rectification duties as supervised • Assist the Technical Officers and Duty Controllers as directed • Perform all plant housekeeping duties, including filtration units • Complete general administrative requirements • Support the loading and unloading road tankers as required • Ensure stock inventory and stores management completed • Check status of spare and backup equipment
Assist carry out routine readings, sampling, oil permits and gas testing and complete procedures and documentation	<ul style="list-style-type: none"> • Follow all prescribed procedures • Ensure quality assurance and satisfy test specifications • Follow emergency equipment checklists •
Process preventative maintenance inspections and routines	<ul style="list-style-type: none"> • Investigate faults as directed or identified during shift • Rectify faults and restore operational status as supervised • Preparation of equipment for maintenance • Complete preventative maintenance as assigned together with performance of inspection protocols
Maintain positive working relationships with all refinery staff, suppliers, contractors and other external relationships	<ul style="list-style-type: none"> • Ensure open and effective communication with other refinery staff and external suppliers • Work with other technical officers to ensure

	effective, continuous shift coverage 24/7
Maintain safety and security standards and comply with corporate policies and procedures	<ul style="list-style-type: none"> • Ensure Safety and environmental compliance by observance of all OH&S requirements and Environmental Regulations • Complete scheduled training both on and off job to maintain skill and competency levels • Maintain currency with all company policies and procedures • Assist with maintenance of plant security

CORE CAPABILITIES

The Trainee Technical Officer is expected to demonstrate the following capabilities which are critical to the effective performance of the refinery

Team Work

Participates in the refinery team to ensure optimal performance and achievement of the organisations objectives. Contribution to a strong team spirit.

Operational Responsiveness

Anticipates and responds to changing demands and situations. Maintains and improves skill and competency levels including a working knowledge of process and flow diagrams, interlock and control functions, testing techniques, mechanical, electrical and instrumentation basics.

Business Acumen

Applies a big picture perspective and an appreciation of organisational objectives. Assumes responsibility for workplace activity and job performance

Communication

Communicates effectively with team members, suppliers, contractors and management

Safety and Security

Possesses strong safety and security awareness and the capability to identify risk and implement preventative measures

Cultural Awareness

Recognises and respects cultural and societal differences, equal opportunity issues and appropriately modifies interpersonal approaches to suit situational needs

TECHNICAL REQUIREMENTS	PERSONAL ATTRIBUTES
<p>Essential Requirements</p> <ul style="list-style-type: none"> • HSC or Trade Certificate • Current First Aid, Forklift Operators Certificate and Drivers License • Good mechanical, verbal and numeric reasoning skills • Demonstrated good performance and work experience in a manufacturing or operational environment <p>Desirable Requirements</p> <ul style="list-style-type: none"> • Prior experience in process manufacturing industry • Safety Skills including fire fighting • Technical qualifications in process management/experience as a technical operative in the petrochemical industry • Team work in a small, highly focused technical team • Computer Literacy 	<ul style="list-style-type: none"> • Australian resident or equivalent or holding a visa allowing permanent employment in Australia • Sufficiently fit to carry out any safety drill or rescue duty that may arise • Able to work at heights • Able to successfully adjust to shift working hours

Managers Signature

Employee's Signature

Date

Date