

JOB DESCRIPTION

(Annexure "A")

FIELD SERVICES TECHNICIAN (Transformers) - PHALABORWA

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POSITION REQUIREMENTS:

<u>JOB FUNCTION:</u>	A Transformer Field Technician is responsible for doing site work on transformers at various sites. He/she will be required to perform work on site to the same standards as at LH Marthinusen. He/she is responsible for commissioning and de-commissioning of transformers on site, perform vacuum treatment and oil purification; also responsible for all repairs on site and assist the customer in any way possible
<u>QUALIFICATION:</u>	Minimum Standard or Grade: Grade 12 Qualified Electrician trade certificate Electrician Fitter or 2 Years Experience
<u>EXPERIENCE:</u>	Minimum of 2 years (Qualified Artisan) in any of the above-mentioned trades Previous experience in a similar position for 2 years or more (5 years including a minimum of N4) may override the qualification Be acquainted with transformer field services work and working long hours away from home
<u>SKILLS:</u>	Must be able to read electrical drawings Can work accurately Can work with no supervision Can assess situations on site and make plans to perform the job as quickly and safely as possible Can use pneumatic tools Can use electrical power tools Planning skills and be able to work under pressure Have effective communication and time management skills Can co-ordinate and prioritise tasks Can work within a team of people Can plan jobs
<u>TRAINING:</u>	Training in accordance with any of the following trades i.e. Armature Winder, Electrician and/or Fitter Transformer Maintenance Supervision and Planning Communication and Report Writing Construction Regulations Working at Heights Conducting Risk Assessments on Site Ergonomics Training Awareness Training on ISO Standards (ISO 90001 / ISO 14001) Hearing Conservation (Noise Induced Hearing Loss) Awareness Training

Various Plant Specific Inductions and Plant Specific Requirements, i.e., Isolation /
Lock Outs, Permits to Work

This document defines your duties, responsibilities and authorities as a **Transformer Field Services Technician**,
at LH Marthinusen, **Phalaborwa**

REPORTS TO: Workshop Manager

OTHER SIGNIFICANT RELATIONSHIPS: Financial Manager
Transformer Test Technicians
SHEQ Department (Safety Files)
Customer Representatives and End Users
Transformer Technician Assistant(s)

DUTIES, RESPONSIBILITIES AND AUTHORITIES:

1. Duties and Responsibilities

- 1.1 Obtain a clear understanding of each job prior to departing for site and preparing for unforeseen events by taking all required tools, equipment, and materials to site.
- 1.2 Dismantle/ Disconnect HV and LV leads of transformers on site.
- 1.3 Remove old and fit new gaskets as required on site.
- 1.4 Connect all necessary active parts together.
- 1.5 Torque all bolts (If necessary and as per specifications).
- 1.6 Purify all oil as necessary to ensure that the samples tested afterwards are within the specified requirements.
- 1.7 Take oil samples and delivery at the LHM / Fluidex Laboratory.
- 1.8 Fill and refill transformers with oil.
- 1.9 Interpret electrical drawings and connect the leads as per drawing.
- 1.10 Make sure that oil levels in the transformer and conservator tank are correct.
- 1.11 Make sure that all connections, bolts, terminal boxes and covers are properly tightened.
- 1.12 Ensure that all safety equipment is regularly inspected and sent for repairs if necessary.
- 1.13 Ensure housekeeping is always of a high standard on site.

2. Commercial, Sales and Marketing,

- 2.1 To document all work done on site for quotation requirements.
- 2.2 Ensure adherence to all relevant company policies, procedures, and limits of authority.
- 2.3 Compile reports on completion of each job and submit to manager for review / submission to customer.

3. Finance and Human Resources

- 3.1 Ensure that you comply with the companies working hours as specified in your letter of appointment, when not on a customer site.
- 3.2 Ensure compliance with all the relevant HR policies and procedures.

4. Safety Health Environment and Quality (ISO 9001 & ISO 14001)

- 4.1 Ensure that Safety, Health, Environment and Quality Assurance is sustained in every aspect of your daily tasks, especially when working on customer sites.
- 4.2 Adhere to and comply with the requirements and procedures of the Integrated SHEQ Management System adopted by LH Marthinusen Denver in accordance with the relevant 9001 & 14001 ISO standards.
- 4.3 Ensure that all safety, health and environmental requirements / rules on customers sites are adhered to for the duration of time spent on customer sites.
- 4.4 Ensure that all traffic rules are adhered to when travelling to and from a customer site, as well as specific traffic rules relevant on the customer site.

5. Authorities

- 5.1 To liaise with the Foreman or Managers for certain approvals.
- 5.2 To liaise with customers / end user for certain approvals.
- 5.3 Sign for and collect all materials to be used on site.
- 5.4 Verify and sign all SHE documentation in the relevant safety file.

The Company may also call upon you from time to time to assist with other tasks which might not be specified above, in which instance you will report directly to the Manager concerned.

	NAME	SIGNATURE	DATE
WORKSHOP MANAGER:	Oscar Malatji		
FINANCIAL MANAGER:	David van der Walt		
DIVISIONAL HUMAN CAPITAL MANAGER:	Charmaine Hall		
DIVISIONAL CEO:	David Sullivan		

NAME, SURNAME & EMPLOYEE NUMBER	SIGNATURE	DATE