

## POWER TRANSFORMERS

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| <b>Job Title:</b> P1 & P2 Training Programme | <b>Paterson Grade Level:</b>         |
| <b>Department/Division:</b> Test Department  | <b>Reporting Line:</b> Chief of Test |
| <b>Direct Reports:</b> None                  | <b>Closing Date:</b> 28 August 2026  |

### Job Purpose

To provide practical workplace training to Electrical Engineering students by exposing them to transformer testing processes, testing equipment, quality systems, and safety procedures. The programme aims to develop the student's technical knowledge, practical skills, and workplace competence in preparation for qualification and future employment within the Test Department.

### Authority Levels

This role operates under the direct supervision of the Chief of Test and designated Test Technicians.

- **Operational Authority:** Assist Test Technicians in preparing transformers for testing, setting up equipment, recording test results, and performing basic testing activities under direct supervision.
- **Procedural Authority:** Perform allocated training activities strictly in accordance with departmental procedures, quality standards, safety regulations, and instructions provided by supervisors.
- **Escalation Authority:** Report any unsafe conditions, equipment defects, abnormal test results, or process deviations immediately to the supervising Test Technician or Chief of Test.

### Key Responsibilities

1. **Practical Training and Test Support:**  
Assist Test Technicians with transformer preparation, test equipment setup, cable connections, and execution of routine electrical and physical tests.
2. **Learning and Technical Development:**

Participate in structured workplace learning, gain exposure to transformer testing procedures, and develop competence in interpreting engineering drawings, test procedures, and technical documentation.

**3. Documentation and Administration:**

Assist with capturing test data, completing training records, maintaining workplace documentation, and filing reports under supervision.

**4. Equipment Care and Housekeeping:**

Maintain testing equipment, tools, and work areas in a clean, organised, and safe condition while assisting with routine equipment inspections.

**5. Health, Safety and Quality Compliance:**

Comply with all Occupational Health and Safety requirements, PPE requirements, ISO Quality Management Systems, and departmental procedures while participating in testing activities.

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## **Human Capital Management**

This role provides informal support for the development of new staff.

- Actively participate in workplace coaching and mentoring sessions.
- Demonstrate a willingness to learn from experienced Test Technicians.
- Accept constructive feedback and continuously improve technical competence.

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## **Quality, Environment, Occupational Health & Safety Management Responsibilities**

- **Quality & Compliance:** Follow all applicable quality management systems, including ISO 9001, ISO 17025, IEC standards, and company procedures.
- **Risk Mitigation:** Participate in HIRA/HAZOP activities and comply with all safety instructions before commencing any testing activities.
- **Environmental Compliance:** Adhere to environmental procedures and good housekeeping practices within the Test Bay

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## **Minimum Qualifications and Experience**

**Required Education:** National Diploma in Electrical Engineering (Heavy Current) – Theoretical studies completed and requiring P1/P2 workplace experiential training.

**Essential Skills:** Expert technical proficiency in setting up and operating test equipment, interpreting complex technical test results, and strong computer skills for report writing.

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## **Other Responsibilities**

- Attendance and participation in departmental and ad-hoc meetings as required.
  - Perform other administrative duties, such as documentation and report completion, when testing is not scheduled.
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