# Position Details

## Technical Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Electrical Fitter |
| Job Reference | 91849 |
| Tenure | Indefinite |
| Salary Range | AU$ 89,680 to AU$ 101,459 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, Melbourne VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Regulated Biomanufacturing Team Leader |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jason Mehr at [Jason.Mehr@csiro.au](mailto:Jason.Mehr@csiro.au) or +61 481 599 522 or alternately reach out to Mark Sampson via email at mark.sampson@csiro.au. |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants, please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The role of the Electrical Fitter will be to support the ongoing maintenance of CSIRO’s regulated Current Good Manufacturing Practice (cGMP) biomanufacturing facility. The facility produces investigational materials for Phase-I and Phase-II trials to assist in the progression of biologics such as vaccine and biotherapeutic drug candidates into safe and effective pharmaceuticals that can be manufactured at scale.

Reporting to the Team Leader with day-to-day guidance from the Senior Engineer, we are looking for an experienced Electrical Fitter to join our cGMP regulated manufacturing team. In this role, you will perform preventative maintenance (PM), and calibration tasks and respond to alarms and breakdowns for all plant equipment and utilities within the site.

### Duties and Key Responsibilities will include, but not be limited to:

* Perform preventative maintenance work orders and generate reports.
* Respond to alarms and breakdowns.
* Document work history records and enter follow-up requests on the computerised maintenance management system.
* Induct and supervise external contractors performing maintenance or calibration work.
* Perform equipment calibration.
* Write new facility and plant maintenance procedures including SOPs and Work Instructions.
* Support a safety culture by conducting work area risk assessments and writing Safe Working Instructions.
* Provide a 24/7 response on a rostered basis for the cGMP facility and be available for emergency maintenance and repairs at a short notice.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Other duties as directed.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Trade Qualification in Mechanical Fitting and **Licenced Electrician** (Electrical instrumentation experience/qualification).
2. A sound ability to read and understand electrical schematic drawings. Experience with PLC’s and VSD’s based automation systems.
3. Regulated manufacturing industry experience and preventative maintenance activities.
4. Possess mechanical aptitude and demonstrated ability to troubleshoot and respond to equipment and utility breakdowns.
5. Proven written and oral communication skills and the ability to cultivate productive working relationships with internal and external stakeholders.
6. A history of professional and respectful behaviours and attitudes in a collaborative environment.
7. The proven ability to work effectively as part of a team and carry out tasks autonomously in support of scientific research.

## **Desirable**

Understanding and experience in:

1. cGMP regulated manufacturing environment, technical support during breakdowns and shutdowns.
2. Writing documents such as Standard Operating Procedures (SOP’s) and applying Good Documentation Practices (GDP).
3. Implementation of automation and computer networking knowledge. This includes electronic systems for maintenance and calibration activities.
4. Equipment and instrument calibration.
5. Operation and maintenance of:

* Purified Water systems;
* HVAC systems;
* compressed air system;
* Steam Boiler.

Special Requirements

Appointment to this role may be subject to conditions including the provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate must be willing and able to provide a 24/7 response for the cGMP facility on a rostered basis and be available for emergency maintenance and repairs at a short notice.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation.  In your application and at the interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Manufacturing](https://www.csiro.au/en/Research/MF)