

**Position Description:**  
**Assistant Process Technician – Full Time Position**

**Reporting to:** Head Process Technician, Plant Manager  
**Number Of Direct Reports:** 0  
**Location of Role:** Gisborne New Zealand

**Vision:**

Wood Engineering Technology plans to be a world leader in innovative, high performing and sustainable engineered wood products. We believe our products can play a key role in providing optimized solutions to meeting the demands residential and commercial construction sectors both locally and abroad.

**About WET Gisborne Limited**

WET Gisborne Limited (WGL) is a joint venture between Wood Engineering Technology and Eastland Community Trust (ECT) to build a number of advanced manufacturing facilities producing an engineered wood product, branded Optimised Engineered Lumber (OEL™).

These advanced manufacturing facilities apply the latest technologies and processes available globally to our wood processing capabilities including Industry 4.0 concepts. The team are focused in harnessing the best outcomes from these technologies and continuing to develop and improve our people, products and processes, while remaining highly focused on our customer's needs.

**Position Overview**

Energised individuals are required to fulfil the roles of Assistant Process Technicians within our new manufacturing facility. The roles are essentially required to make the production process efficient as possible by ensuring supporting site services are functioning correctly, raw materials are loaded into the process and finished stored and shipped.

As a member of Process Technician's team you will be responsible for day to day up keep and maintenance of the plant equipment together with delivering continued improvement to production equipment and processes.

As you grow and develop within the organisation you will have the opportunity of progression through to full Process Technician role. Opportunities may also exist in parts of the business supporting business expansion and R&D initiatives.

You will either have or be close to finishing a mechanical engineering trade qualification or an electrical service technician registration or higher in either field. Other relevant qualification maybe considered.

The fully automated plant will have some more traditional equipment but also sophisticated control systems and robotics technology and this is something you should be very comfortable working with.

Remuneration is highly competitive and the work environment one that prides itself on being open, supportive and focused on achieving the best outcomes possible for the staff and the organisation as a whole.

The business is a 24/7 operation and you will have to comfortable with working within a shift regime.

## **Objectives & Duties Of Role**

- Monitoring and adjusting production parameters to support key performance indicators (KPIs).
- Remaining safe in your work place and ensuring compliance to the health and safety plan and associated policies and procedures.
- Inspecting plant to ensure optimum performance is maintained.
- Performing the preventative maintenance of plant equipment, and supporting the definition of appropriate maintenance schedules.
- Repairing plant equipment to minimise downtime without compromising ongoing reliability.
- Remaining compliant with the quality management process and striving to exceed all product quality criteria.
- Unloading/Unpacking raw materials deliveries as required and performing required QA checks.
- Loading and/or issuing of raw materials to the production process.
- Preparing and performing QA testing requirements required within the production process.
- Packing and preparing finished goods for shipment.
- Using business systems and appropriate printed labelling to record delivery and specification of raw materials, consumption of production inputs, production of finished goods and finally dispatch of goods.
- Keeping the site clean and organised.
- Perform any other duties reasonably required from time to time to support plant operations.

## **Required & Desired Qualifications**

Required

- Completed secondary education

Desired

- Electrical Service Technician Registration OR
- Mechanical Trade Certificate
- Automation and control qualification
- Fork-lift license

## **Required & Desired Skills and Experience**

Required

- Min 2 years minimum working in an electrical or mechanical space.
- Min 1 years minimum experience in industrial environments.

#### Desired

- Proficient IT skills
- Basic mechanical fitting skills
- Involved in the development and implementation of new or enhanced plant equipment and processes
- Experience with state of art automation, control and sensor technologies
- Excellent verbal and written communication skills

#### Desired Personal Attributes

- Performs duties with urgency but also care and attention.
- Personal productivity of the plant are important principles.
- Strives to get things right 1<sup>st</sup> time and if not achieved learns from mistakes to ensure errors are not repeated.
- Delivers a continuous improvement ethos to all that you do.
- Maintains a positive, collaborative and committed attitude and helps foster the same across the team.
- Enjoys working as part of a team breaking new ground.
- Approachable and a good communicator
- Patient and with the ability to work well under pressure
- A willingness to demonstrate and help cultivate our core cultural values:
  - **'Sleeves rolled up'** (*we all get stuck to get the job done on any task that is required*)
  - **'Committed to each other'** (*we are all in this together and our collective performance, together with our health, safety and wellbeing is what will make the difference*)
  - **'Building a better tomorrow, today'** (*we think ahead and endeavour to do the job right 1<sup>st</sup> time, while acknowledging development and continuous improvement is the norm and the expectation*)
  - **'Passionate'** (*we care, and enjoy our job*)