

POWER TRANSFORMERS

<p>NOTES</p> <ol style="list-style-type: none"> 1 This document is effective upon receipt 2 Unauthorised copying of this document is prohibited 3 This document is private and confidential 4 Original is maintained in the Employee's personnel File 	<p>Document No.</p> <p>Revision 1</p> <p>Date 17/10/2025</p> <p>Page 1 of 2</p>
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Job Title: Junior Electrical Engineer (Engineer in Training)	Paterson Grade Level:
Department/Division: Engineering	Reporting Line: Electrical Engineering Manager
Direct Reports: None	Closing Date: 15 May 2026

Job Purpose

The Junior Electrical Engineer at Actom Power Transformers primary purpose is to provide essential technical design support to the Electrical Engineering department, focusing on the accurate and timely preparation of core design documentation. This role is a foundational step in the design process, ensuring technical specifications and material requirements are correctly documented to prevent production delays and material waste. The position is critical for reducing the workload of Electrical Engineers and the Electrical Engineering Manager and for maintaining technical quality standards aligned with the department's objectives.

Key Responsibilities

1. **Design and Documentation Execution:**
 - Complete and ensure the technical accuracy of primary design documentation, including costing sheets, according to project specifications and company standards.
2. **Technical Inspection and Validation:**
 - Perform on-site technical inspections in the production/assembly area, such as inspecting the assembly of windings, to validate design specifications and gain practical technical knowledge.
3. **Technical Problem Resolution & Escalation:**

- Proactively identify, analyse, and escalate challenging technical problems or design configuration issues, ensuring all required information is secured to prevent project bottlenecks and subsequent production delays.

4. Knowledge and Skills Development:

- Actively pursue and request necessary formal and hands-on technical training, including specific design software and reading standards, to rapidly increase competence and reduce dependence on senior staff.

5. Compliance and Standards Adherence:

- Review and apply all relevant company and international technical standards to design work to ensure the final product meets all quality and compliance requirements.

Human Capital Management

This role has no direct reports and does not involve any people management responsibilities.

Quality, Environment, Occupational Health & Safety Management Responsibilities

The Junior Electrical Engineer is responsible for enforcing and adhering to the requirements of ISO 9001, ISO 14001, and ISO 18001 standards and related company management systems as they apply to the Engineering Department.

Minimum Qualifications and Experience

Required Education: B.Sc. or B.Eng. in Electrical Engineering (Heavy Current preferred).

Relevant Experience: Internship or entry-level experience in a heavy industry or transformer-related environment is beneficial.

Essential Skills: Strong analytical ability and exceptional attention to detail for design documentation. A proven drive to learn and a proactive approach to seeking technical training. Proficiency in Microsoft Excel is required, with an urgent demonstrated ability to learn dedicated design software

Other Responsibilities

- Attend departmental and project-related meetings as required to ensure project alignment and communication with the Planning and Sales departments.
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