

# ACTOM POWER TRANSFORMERS

NOTES	
1 This document is effective upon receipt	Document No. JD
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3 This document is private and confidential	Date
4 Original is maintained by the General Manager	Page 1 of

## JOB DESCRIPTION PROFILE – TRANSFORMER ELECTRICAL DESIGNER

### 1.0 POSITION

1.1 Transformer Electrical Designer

### 2.0 RESPONSIBLE TO:

2.1 Engineering Manager

### 3.0 EXPERIENCE REQUIRED

- 3.1 2-3 Years experience in a electrical design of Power Transformers.
- 3.2 Proficiency in MS Office Word, Excel and ERP Systems

### 4.0 EDUCATION REQUIREMENTS

- 4.1 Completed Electrical Engineering qualification, Preferably BSc (Eng) or BTech (Eng).

### 5.0 AUTHORITY

### 6.0 RESPONSIBILITIES

- 6.1 Design transformer from 2,5 MVA to 315MVA and the voltage ranges of 400V to 275Kv following the company standards.
- 6.2 Generate and issue all paperwork related to transformer electrical design in a timely fashion and in accordance with the company quality standards
- 6.3 Support the engineering/technical manager in all avenues related to transformer electrical design
- 6.4 Liaise with the factory personnel where required
- 6.5 Assist the Engineering Manager with the planning of day-to-day activities
- 6.6 Ensure planning schedules are kept up to date by all electrical designers.

### 7.0 QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH & SAFETY MANAGEMENT RESPONSIBILITIES

- 7.1 To enforce the requirements of ISO 9001, ISO 14001 and ISO 18001 and the Company Management Systems as defined in the Manuals, Procedures, Processes and Operating Instructions addressed by these standards and as relevant to the Financial Department.