

## POSITION DESCRIPTION

Mechanical Design Draughtsperson	
Department	Operations
Location	Exeter, TAS
Classification	Manufacturing and Associated Industries and Occupations Award 2020 [MA000010]
Employment Status	Full-Time
Immediate Manager	General Manager
Manager One Removed	Chief Executive Officer, Tasman Renewables Limited

## ABOUT US

At Tamar Hydro Pty Ltd (TH), we enable communities to use water to generate or support and commercialise other fundamental resources, putting the power back into their hands. We are the largest designers and manufacturers of bespoke hydroelectric stations and turbines, delivering sustainable solutions across Australia and the Pacific. We make a difference, backed by research and scientific results.

We believe in having a 'can-do' attitude and our culture is to work collaboratively, to achieve success together, and enjoy the work that we do.

### Our purpose

We create and develop integrated sustainable solutions.

### Our core beliefs

- We believe in making a positive difference to people's lives.
- Our people are family, being passionate about everything we do is the cornerstone of our culture.
- Enabling customer's success enables our success – they are the core focus on everything we do.
- Our people are our most valued asset, they are the heart and soul of our business – everyone has a voice. We believe if we treat people like they make a difference, they will.
- Through utilisation of technology and engineering excellence, we deliver innovative solutions.
- Strong leadership provides us with a vision to succeed.

## POSITION OBJECTIVE

The Mechanical Design Draughtsperson is responsible for creating and modifying detailed engineering designs using the 3D modelling software. They work closely and collaborate with various stakeholders, including engineers, designers, and production teams, to develop accurate and efficient 3D models and drawings. The Draftsperson plays a crucial role in translating design concepts into tangible products, ensuring adherence to industry standards and company specifications.

## KEY DUTIES

### Key Responsibilities

- Utilise AutoCAD and SolidWorks software to create 3D models, assemblies, and detailed engineering drawings based on project requirements.
- Collaborate with design teams to develop accurate and functional designs, considering factors such as aesthetics, manufacturability, and assembly processes.
- Ensure compliance with industry standards, design guidelines, and manufacturing constraints during the design process.
- Review and analyse existing designs, identifying areas for improvement and modification.
- Implement design changes and updates, considering feedback from various stakeholders.
- Create and maintain comprehensive design documentation, including drawings, specifications, and bill of materials (BOM).
- Collaborate closely with engineers, designers, and other team members to understand project requirements and design objectives.
- Participate in design reviews and meetings to provide technical insights and recommendations.
- Communicate design changes, updates, and progress to relevant stakeholders effectively.
- Conduct thorough design reviews to identify potential issues, ensuring design integrity and functionality.
- Perform tolerance analysis and verification to ensure accurate fit and assembly of components.
- Collaborate with manufacturing teams to resolve any design-related issues during production.

### Requirements

- Be respectful to all colleagues, being inclusive of diversity and individuality, allowing equal voice in a safe, open, and collaborative environment.
- Attend and participate in safety meetings, departmental, design, project, client, or company meetings when required.
- Travel intrastate and interstate when required for work purposes.
- Demonstrate a commitment to Tamar Hydro's purpose, core beliefs and policies and procedures through appropriate performance, attitude and behaviours aligned with the Company's uPAT framework, and the Integrated Management System (IMS).

- Maintain a professional image when working or representing Tamar Hydro in the office, on site and in the public.
- Be open and engaged to receiving and providing constructive feedback.
- Maintain confidentiality of information relevant to the scope of the role.
- Participate in scheduled training and personal development training programs.
- Completion of any other reasonable task requested by the General Manager, or other management, with reference to the scope of the role.

## HEALTH & SAFETY

- Contribute to maintaining a safe environment, by taking personal responsibility for protecting the health, safety and wellbeing of themselves and colleagues, (including psychological) and following all reasonable work instructions.
- Notify and report to management on any accidents, near misses or hazards using the correct methods.
- Adhere to and perform tasks whilst wearing appropriate PPE as trained and instructed, in accordance with Safe Work Practices and PPE signage.
- Handle chemicals or materials, in accordance with Material Safety Data Sheets, including wearing or using all PPE requirements, when using or storing chemicals and materials.
- Be familiar with the location and general content of emergency procedures and undertake workplace health and safety training.
- Provide all relevant information regarding any medical conditions that may reasonably impact on the ability to undertake the inherent requirements of the role.

## QUALITY & ENVIRONMENT

- Maintain an organised, clean, and safe office environment.
- Assisting to safeguard operations of equipment by completing preventive maintaining requirements, and calling for repairs, if required and trained to do so.
- Assist with issuing and updating the Integrated Management System (IMS) folders, and superseded documents have been removed from the site.
- Carry out tasks with the aim of minimising errors, waste, and time.
- Ensure that information provide is accurate and true within the scope and capabilities of the role.
- Adhere to environmental and quality policies and procedures at stated in the IMS and legislation.
- Be actively aware that your actions do not negatively affect the environment around you.
- Collaborate with internal stakeholders, to implement, manage and adhere to the 5S methodology (Sort, Set in Order, Shine, Standardise, Sustain).

## SELECTION CRITERIA

### Essential Requirements

- At least three years practical experience within a draughting office, preferably in manufacturing.
- proficiency in using AutoCAD and SolidWorks software for 3D modelling and design.
- Strong understanding of engineering principles and design standards.
- Familiarity with manufacturing processes and constraints.

- Excellent attention to detail and ability to produce accurate technical documentation.
- Good problem-solving and analytical skills to identify and resolve design issues.
- Effective communication and collaboration abilities to work within cross-functional teams.
- Able to operate safely and effectively in a team environment.
- Licences / Registrations
  - Tasmanian Drivers Licence – C Class or Higher
  - White Card

#### Desirable and Other Requirements

- A degree or diploma in mechanical engineering or a related field
- Knowledge in hydro-turbines, generators, valves, controls, and monitoring equipment.
- Additional certifications in SolidWorks or related software would be an advantage.
- Knowledge, experience, or genuine interest working within the renewable energy industry.

## KEY WORKING RELATIONSHIPS

Internal		External	
Board of Directors		Clients and partners	X
Chief Executive Officer	X	Product suppliers	X
Finance	X	Contractors	X
General Manager	X	Governmental and legislative authorities	
Operations	X	Work site personnel	X
Manufacturing Workshop	X	Training organisations	X
Electropulse Projects	X	Local community	
Harvest Water	X	External consultants & Advisors	X
Administration	X	Tasman Renewables	X

## WORKING CONDITIONS & PHYSICAL REQUIREMENTS

This role is primarily based in our office in Exeter, however, may involve significant driving in varied conditions, so the ability to drive in variable conditions will be required. Maintenance of a valid driver's licence is required for this role.

This role is primarily based in an office and requires the employee to sit at a desk for long hours and continually use a computer.

This role may involve travel interstate, or intrastate via car, airplane, or boat and occasional out of hours work.

## SELECTION CRITERIA

- Adheres to all workplace and safety laws, regulations, standards, and practices.
- Builds and maintains customer satisfaction with the products and services offered.
- Builds constructive working relationships by characterising a high level of acceptance, cooperation, accepting of diversity and by mutual respect.
- Contributes ideas and initiates new ways of working, by providing recommendations and advice.
- Is focused on results and desired outcomes and can make timely decisions, taking into account facts, goals, constraints, and risks, to achieve goals.
- Takes personal responsibility and commitment for quality of work, reliability, learning, self-improvement, and safety.

## APPROVAL

Position Holder: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_