

**JOB DESCRIPTION (NON - SUPERVISORY)**

| 1. JOB DETAILS | |
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| Job Title : | Process Control Technician - Pot Relining Area |
| Job Reference No. : | RD/N006 |
| Job Holder's Name : | |
| Reports to : | Senior Process Control Engineer - Lining |
| Department : | Reduction |
| Location : | EMAL - Taweelah Smelter |
| Grade : | 8 |
| Prepared / Revised on : | 09 February 2010 |

| 2. JOB PURPOSE |
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| To monitor and control the Cathode Casting Process, Pot Relining Process, Pot Delining, Pot Cut out, Preheat and Bath up, identify deviations from specified acceptance limits and assists Engineers in monitoring non-routine and development work and in correcting/streamlining operations. |

| 3. JOB DIMENSIONS | | |
|------------------------------|--------------------|-----|
| Number of staff supervised : | Direct Reports : | Nil |
| | Indirect Reports : | Nil |
| Key Financial Dimensions : | NIL | |



4. KEY ACCOUNTABILITIES :

- Monitor the Cathode sealing operation through, measurement of cast iron and preheat temperatures, sampling of cast iron samples etc.
 - Monitor the Cathode construction activities through construction stages by measurement of dimensions, temperatures and pressure and time delays etc.
 - Monitor the Pot cut out, delining, pot preheat and start up activities and report the findings to Snr. Process Engineer and Supervisor, Pot Repair for necessary corrective actions if any.
 - Inspect and sample as received raw materials and process materials and supply to laboratory for necessary analysis.
- Assist Snr. Process Engineers in the measurement/monitoring work on different projects in various areas. This needs in-depth knowledge of the process.
- Prepare and present the data in graphical and statistical form (SPC) manually as well as by using VDUs and personal computers.
- Detect the process anomalies and non-conformances, determine causes for such and assist process engineers and production personnel in rectifying/correcting the process.
- Maintain the daily, weekly and AP records of the monitoring results manually as well as by using personal computers.
- Fabricate and maintain various measuring equipment and calibrate the instruments.
- Follow the prescribed monitoring procedures and job safe practices for respective area of work.
- Follow the monitoring frequencies, sample size and conduct measurements and to report timely for corrective actions.
- To be familiar with control limits and report any abnormalities to Snr. Process Control Engineer and Supervisor Pot Repair for corrective actions.



5. JOB CONTEXT :

The job holder provides Snr Process Control Engineer (Pot Lining and Pot Room services) with daily feed back on pot line operation, parameters, deviations to operating procedures and practices etc.

He identifies operational abnormalities and report them to Snr. Process Control Engineer,(Pot Lining and Reduction services) and to Supervisor Pot Repair.

He is responsible to provide measured data timely to Process information group and Pot Lining area nessary actions without delay. The job holder ensures timely monitoring and measurement accuracy are key responsibility of the process technicians.

6. COMMUNICATIONS & WORKING RELATIONSHIPS :

INTERNAL :

- Interacts with Snr. Process Control Engineers, Snr. technician Process information for job planning and feed back purposes.
- Discusses plant condition with area supervisor to ensure that measurements are carried out on normal conditions and to provide feed back on abnormalities.
- Interacts with Laboratory analysts, for sampling and analysis of various in- process and raw materials

EXTERNAL : Nil

7. PROBLEM SOLVING AND DECISION MAKING :

Key role in identifying process abnormalities through process measurements, observation and surveys.

Remedial actions are discussed with Snr. Process Control Engineers and Supervisor Pot Relining.



| 8. QUALIFICATIONS, EXPERIENCE & SKILLS | |
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| MINIMUM QUALIFICATIONS : | Science Graduate or a Diploma in chemical or metallurgical discipline from a recognised institute. |
| MINIMUM EXPERIENCE : | Should possess the knowledge of production process and manufacturing stages in a continuous process industry preferably an aluminium smelter. The job holder should have minimum 5 years industrial experience in a similar position and knowledge of statistical principles |
| JOB SPECIFIC SKILLS : | Conversant with spreadsheet and database program of personal computers for analyzing the monitored data in various areas. Should be able to extract relevant information from potrooms satellite and host (supervisor) computer. Good knowledge of the RPMS data base, data entry and report generation. |
| GENERIC SKILLS : | Good communication and language skills |

| 9. COMPETENCIES : | |
|--|--------------------------|
| <u>CORE COMPETENCIES</u> | <u>PROFICIENCY LEVEL</u> |
| Leadership | N/A |
| Team Working | 1 |
| Sharing knowledge and Fostering Open Communication | 1 |
| Problem Solving | 1 |
| Planning and Organising | 1 |
| Continual Improvement and Quality Focus | 1 |
| Accountability | 1 |
| Self Directing | 1 |
| Customer Focus | 1 |
| Behaving with Integrity | 5 |



10. APPROVALS :

Job Holder :

Signature : _____ **Date :** _____

Line Manager (Department Manager / Function Head) :

Signature : _____ **Date :** _____

Manager – Human Resources

Signature : _____ **Date :** _____