



**POSITION DESCRIPTION**  
Process Operator

## POSITION DESCRIPTION

### Job Title – Process Operator

<b>Position Status</b>	<b>Full Time</b>
<b>Reporting Manager</b>	<b>Plant Manager - RDP</b>
<b>Department</b>	<b>Site – St Elmo Mine</b>
<b>Reporting to this position</b>	<b>Nil</b>

### Job Context

Multicom Resources Limited is on a mission to bring high purity critical minerals to the world and become a reliable supplier for global technology manufacturers.

Multicom Resources Limited (Multicom) is a Queensland based exploration and mining company focused on the discovery and exploration of world class mineral deposits, including the Saint Elmo Project, making vanadium and high purity alumina a valuable resource.

Multicom is currently progressing the construction of its Saint Elmo Project. The Saint Elmo Project is 100% owned by Multicom and is situated 15klm east of Julia Creek in Queensland's Northwest minerals province.

### Job Accountabilities

As a Process Operator you will play a crucial part in the day-to-day operations of the construction and operation. As a key member of the production team, you will be responsible for operating and monitoring various equipment, ensuring the efficient and safe execution of plant processes.

The Process Operator will be responsible for the following;

#### **Site Construction:**

- Assisting with all site construction activities

#### **Equipment Operation:**

- Operating and monitoring machinery and equipment as per standard operating procedures
- Starting up, shutting down, and adjusting equipment as necessary
- Ensuring equipment is functioning as needed.

#### **Process Monitoring:**

- Monitoring various stages of the production process to ensure smooth operations.
- Checking and adjusting parameters such as temperature, pressure, flow rates, and chemical concentrations.

#### **Quality Control:**

- Conducting regular checks on products or materials to ensure they meet quality standards.
- Performing routine inspections
- Reporting any deviations from quality specifications and assist in troubleshooting.

**Safety Compliance:**

- Adhering to the Site Safety and Health Management System including all standard operating procedures (SOP's).
- Reporting safety hazards or incidents promptly.

**Record Keeping:**

- Maintaining accurate records of equipment operations, process parameters, and production activities.
- Documenting any incidents, deviations, or maintenance activities.

**Troubleshooting:**

- Troubleshooting, identifying and addressing basic equipment issues, malfunctions, or process deviations.
- Collaboratively communicate with maintenance and engineering personnel for more complex issues.

**Cleaning and Maintenance:**

- Performing routine cleaning of equipment and work areas.
- Assisting in basic maintenance tasks to ensure equipment reliability.

**Communication:**

- Communicating effectively with team members, supervisors, and other relevant personnel.
- Providing updates on production status and any issues that may impact operations.

**Training and Development:**

- Participation in training programs to develop a solid understanding of the production processes.
- Continuously learning about the equipment and processes to enhance skills.

**Team Collaboration:**

- Work collaboratively with other team members and departments to achieve production goals.
- Contribute to a positive and cooperative work environment.

## Key Relationships

**Internal**

- **Process Operators, Maintenance Superintendent**

**External**

- Nil.

## Desired Experience and Qualifications

- No prior experience is required. Training will be provided.
- Detail-oriented, safety-conscious, and willing to learn.
- Ability to problem solve and follow instructions.
- Mechanical aptitude or interest in hands-on role.
- Pass pre-employment medical including drug and alcohol screening.