



## Position Description

<b>Position Title:</b>	Process Worker – Production Welder
<b>Position Type:</b>	Full-time
<b>Award &amp; Classification:</b>	Manufacturing & Associated Industries & Occupations Award 2010 – C11 to C10
<b>Location:</b>	de Bruin Engineering Pty Ltd, 255-261 Commercial Street West, Mount Gambier SA 5290
<b>Supervisor/Manager:</b>	Production Engineer
<b>Position last updated:</b>	February 2019
<b>Status / Incumbent:</b>	<b>UNDER RECRUITMENT</b>

### MAIN DUTIES/RESPONSIBILITIES:

**Production welding** is commonly used in a variety of **manufacturing** and construction industries. **Production welders** join pieces of metal, often using intense heat or other methods of fusing separate metal pieces together. Work can be indoors or out, or even underwater.

In our work environment this role specialises in joining pieces of metal through precision welding and assists fabricators / sheet metal and machining trades people to manufacture a variety of components for assembly of as a single agribusiness product.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this role, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is consistent with both an administration office and a manufacturing workshop environment. The employee may be required to travel and work at sites other than the regular place of employment. Such travel can include staying away from home and / or working through weekends.

### COMMON TASKS

#### Fabrication Trades Assistant Common Tasks

- perform MIG welding;
- perform assembly and dismantling operations, such as screwing or bolting;
- read, interpret and follow drawings;
- position and hold metal stock or products to enable work to be carried out;
- operate power presses or other cutting and shaping tools and machines
- operate all mobile plant and lifting equipment as and when requested (subject to licensing requirements);
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- clean and prepare working surfaces;
- manage Work Health & Safety (WHS) and environmental hazards in the workplace and off site when required;
- conduct general workshop/yard cleanliness, tidiness and litter management; and
- other tasks as directed.

## **SKILLS & EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SKILLS & EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Qualifications:**

- Year 12 secondary education demonstrating ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume;
- Current Drivers Licence;
- Forklift Licence
- Basic Dogging; would be an advantage
- National White Card

### **Experience:**

- 1 years previous experience in a manufacturing / production environment
- MIG welding experience
- Hand and power tool experience
- Gantry crane experience

### **Skills & Abilities:**

- Trade qualifications are not a pre-requisite, however some exposure to fabricating, machining or a related trade would be seen as advantageous.
- Able to pass a weld test specific to DBE
- Apply sound WHS knowledge and practices.
- Consistent, strong focus on quality and environmental issues.
- Be physically fit as some heavy lifting will be required.
- Ability to work autonomously or as part of a team.
- Organised and able to meet deadlines.
- Punctual and dedicated to work.

## **PERFORMANCE GOALS:**

- Accurate and timely completion of tasks;
- Pro-active and flexible approach to work;
- Deal with clients, suppliers and other employees professionally at all times;
- Compliance with Environmental, Quality and Group procedures;
- Statutory compliance to Work Health and Safety with demonstrated safe work practices with regard to self, others and property;
- Ensure workshop/site is clean and presentable at all times.

## **SUPERVISORY RESPONSIBILITIES:**

This role currently has nil direct supervisory responsibilities.

## **WORK HEALTH & SAFETY Level 1:**

Team Members at this level must possess an understanding of basic WHS principles together with awareness of the relevant legislative requirements of the WHS Legislation. Responsible for the completion of Incident Report Forms as well as facilitating corrective action on Incident Report Forms.

**AUSTRALIAN CONSUMER LAW – *Competition & Consumer Act 2010 (Cth)*****Team Member Level 1:**

Team Members at this level must possess a basic understanding of the Competition & Consumer Act 2010 (*Cth*) principles in terms of Restrictive Trade Practices, Communications & Promotions, Unfair & Unconscionable Business Practice and Product & Service Quality & Safety. Team Members must familiarise themselves with the Group's Competition and Consumer Act Policy, and ensure compliance to the Policy at all times.

**REVIEW**

This document is subject to continual review and improvements and may also be subject to amendments during the term of your employment.

If you identify the scope of your tasks moving away from this document without consultation, refer the matter to your supervisor for discussion. In addition, this document is reviewed as part of the formal performance review process.