

Position Description

Position Title:	Production Worker
Position Type:	Full-time
Award & Classification:	Manufacturing & Associated Industries & Occupations Award 2010 – C12 to C11
Location:	de Bruin Engineering Pty Ltd, 255-261 Commercial Street West, Mount Gambier SA 5290
Supervisor/Manager:	Leading Hand
Position last updated:	April 2019
Status / Incumbent:	UNDER RECRUITMENT

MAIN DUTIES/RESPONSIBILITIES:

A production worker is responsible for operating and maintaining equipment in a factory or warehouse and preparing items for distribution. The role of a production worker involves manufacturing components by following a process, assembling and checking product parts for quality, ensuring that all machinery runs smoothly, and assisting in the shipment of items.

Manufacturing work tasks produce or assist in the production of parts and is overseen by a qualified tradesperson or supervisor. The process of manufacturing requires tasks to be performed in accordance with a procedure and general labouring. Tasks may include operating machinery under guidance and apply forming processes such as jiggling, drilling, tapping, folding, welding and turning on a variety of materials but usually metal. The resultant part quality is assessed by application of gauges and measurements.

Assembly work tasks produce finished goods by assembling and fitting product parts together and is overseen by a qualified tradesperson or supervisor. The process of assembly requires a series of tasks to be performed in accordance with procedures and by studying assembly instructions, blueprint specifications, and parts lists. The process may involve gathering parts, subassemblies, tools, and materials; then positioning parts and sub-assemblies by using templates or reading measurements, then fixing those parts together.

In our work environment, this role specialises in assisting metal fabrication, machinist and fitter tradespersons to produce agribusiness machinery. This role may comprise exclusively of manufacturing work tasks or assembly work tasks or a mixture of both.

Common Manufacturing Duties

- read, interpret and follow procedures, instructions and drawings;
- clean and prepare working surfaces;
- position and hold metal stock or products to enable work to be carried out;
- transport tools, materials and work pieces to and from sites or workbenches;
- operate hand tools;
- hand specific tools to tradespersons and hold tools not immediately required;
- operate power presses or other cutting and shaping tools and machines
- solder or spot weld components using electrical spot or butt welding machines;
- may perform MIG welding;
- 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.

Common Assembly Duties

- read, interpret and follow procedures, instructions and drawings;
- clean and prepare working surfaces;
- transport tools, materials and work pieces to and from sites or workbenches;
- operate hand tools;

- perform complex positioning and fitment operations to create finished goods;
- perform assembly and dismantling operations, such as screwing or bolting;
- operate mobile plant and lifting equipment as and when requested (subject to licensing requirements);
- protective wrap, box and package finished goods;
- check, verify and certify packed items against packing lists;
- prepare packages and crates for shipping;
- 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.

While performing the duties of this role, 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.

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:

- Secondary education demonstrating ability to calculate figures and amounts such as proportions, percentages, area, circumference and volume;
- Current C-Class Drivers Licence - desirable;
- Forklift Licence – desirable.

Experience:

- Experience in metal fabrication and/or fitting - desirable.

Skills & Abilities:

- Have a good understanding of WH&S
- A strong commitment to safety
- Be able to work within a team environment
- Possess good verbal and written communication skills
- Have the ability to lift 20kg frequently
- Have the ability to do repetitive work
- Pay close attention to detail

PERFORMANCE GOALS:

- Safely operate hand tools;
- Perform and verify Quality Checks;
- Accurate and timely completion of tasks;
- Pro-active and flexible approach to work;
- Deal with clients, suppliers and other employees professionally at all times;
- Follow Environmental, Quality Control 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 involvement in 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.