



POSITION TITLE                      **Apprentice Metal Fabricator**

REPORTS TO                              Workshop Coordinator

DATE                                        December 2010

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**COMPANY INFORMATION:**

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**Who:** Bowhill Engineering is a family business, based on the River Murray in rural South Australia. Our growing business contains creative & enthusiastic staff who enjoy being technically stimulated in an innovative environment.

**What:** We specialise in heavy and complex structural engineering

What do we stand for: We have a desire to succeed against all odds. Some of our core values include: Honesty, belief in others, commitment & resourcefulness. There is a strong desire to increase our teamwork to underpin that we are a together powerful group.

**Why:** Our culture & team oriented atmosphere go along way towards our personal gratification. We enjoy being worthy to our clients and making a difference. Our aim is to be a successful & profitable business that has poise & stability.

**Vision Statement**

The leading supplier of heavy and complex structural engineering for projects that embrace technical challenges.

The natural first choice to our customers, suppliers and employees and create long term value for all of these people.

We will win by providing an unsurpassed positive and flexible project best attitude!

Attitude of excellence.

**MAJOR FUNCTION:**

The Apprentice Metal Fabricator is accountable to the Production Team Leader for the completion of fabrication tasks as well as multi skilling/load sharing with processing employees to ensure a diverse range of projects and services are delivered to a high standard, on time and within labour constraints. This position is responsible for completion of each job individually to maintain optimum productivity and customer satisfaction, while at the same time taking every opportunity to learn the trade from other experienced peers.

attitude of excellence

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## ESSENTIAL DUTIES & RESPONSIBILITIES:

### **1. Production**

- In conjunction with Production Team Leader, coordinates fabrication activities and follows production priorities for products in keeping with effective operations to achieve the best timeframe and cost outcome.
- Confers with Production Team Leader to establish production and quality control standards.
- Inspects work in progress and finished products to ensure that production is in line with quality standards.
- Develops and implements operating methods and procedures in consultation with Production Team Leader to minimise operating problems and improve product quality.
- Recommends measures in consultation with the Production Team Leader to improve production methods, equipment performance and quality of product.
- Assists processing employees to complete work of a hands on nature as projects may necessitate, without detracting from the core requirements of the position.

### **2. Communication**

- Analyses and resolves work problems or asks for assistance of peers in solving problems
- Participates openly and effectively in support of Team objectives
- Interprets company policies and procedures to workers and enforces safety regulations.
- Works with a team-building and continuous improvement attitude.
- Establishes and maintains effective communication systems ensuring compliance with all company policies and procedures.

### **3. Administration**

- Provides production data such as required for the daily time sheet information.
- Ensures security of company equipment ensuring that items are stored and the premises are locked up and shut down according to company procedures.

### **4. Occupational Health, Safety and Welfare**

- Complies with safe operating practices and procedures in line with relevant statutory requirements.
- Ensures all duties are performed in a safe manner in line with safe operating practices and procedures including the use of personal protective equipment.
- Reports all incidents, accidents and near misses following in house procedures.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

#### ***Qualifications***

- Current Drivers License (manual)
- Fork Lift license

#### ***Experience***

- None required

#### ***Skills***

- Good communication skills
- Good organisational skills especially in job planning
- Good time management skills
- Competent IT skills including the use of MS Word & Excel

#### ***Abilities***

- Ability to work with minimal supervision
- Ability to solve problems, identifying root causes timely and efficiently
- Ability to self motivate to achieve desired outcomes
- An understanding of team building concepts
- A good working knowledge of OHS&W principles and practices

#### ***Personal Attributes***

- Neat and appropriate personal presentation
- Maintains confidentiality at all times
- Performs well under stress to meet deadlines
- Works effectively with a wide range of people at all levels within the company
- A willingness to develop and grow with the company

### **DESIRABLE REQUIREMENTS**

- Heavy Vehicle license
- Knowledge of more than one field of engineering.
- An understanding of the OHS&W Act 1986 and its application.