



POSITION TITLE                      **Material Handler**

REPORTS TO                              Workshop Team Leader

DATE                                        March 2017

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**COMPANY INFORMATION:**

**Attitude of Excellence**

**Mission Statement**

We work collaboratively with our clients to design, fabricate and install large complex structural steel for building/engineering construction and specialist equipment manufacturers Australia wide.

**Competitive Advantage**

- Specialising in large complex structural steel
- Being easy to do business with
- Offering a collaborative problem solving approach
- High capability for developing innovative solutions
- Track record for delivery on-time and with high quality
- Price competitive

**Culture and Values**

- Safety and health is our highest priority
- We value honesty, integrity and ethical behaviour
- We value technology, innovation and quality
- We value the creating and building of worthwhile things
- We respect people, the environment and the community
- We value maintaining work and lifestyle balance
- Working with Bowhill Engineering or working for Bowhill Engineering should be satisfying, fulfilling and profitable
- If we deliver on the above we deserve to make a fair profit

**Purpose:**

We come to work to build things that we can be proud of.

- Big complex structural steel
- A great business
- Our people
- Our community

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

Jeremy Hawkes  
*Managing Director*

attitude of excellence

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## MAJOR FUNCTION:

To ensure high productivity of the Boweng team through a seamless transition of goods inwards through to fabrication stage together with accurate and timely loading of finished or outgoing goods ensuring minimal damage during the transportation process. This role requires initiative and foresight to ensure the correct goods are at the correct place at the correct time.

Processing steel and general assistance to the production team is also a requirement of this position, done well this will add great value to Boweng, the variety of tasks will require a flexible attitude to help the team where needed.

The successful person will continuously find and implement improvement & productivity gains and take ownership of their designated responsibilities.

Material Handling	<ul style="list-style-type: none"><li>• Material Handling incl<ul style="list-style-type: none"><li>○ Forklift Operation</li><li>○ Transport Coordination</li><li>○ Steel / Project packaging</li><li>○ Workshop and STF staff assistance</li></ul></li></ul>	50%
Production	<ul style="list-style-type: none"><li>• Processing</li><li>• Machine Shop</li><li>• Grinding/Berry Busting</li><li>• Maintenance</li></ul>	40%
Cross Function	<ul style="list-style-type: none"><li>• Communication</li><li>• Administration</li><li>• WHSE</li></ul>	10%

## ESSENTIAL DUTIES & RESPONSIBILITIES:

### 1. Material Handling

- In conjunction with Production Manager, Workshop Team Leader, Accounts Coordinator and STF Team Leader, coordinates movement activities and follows the priorities necessary in keeping with **effective operations and to achieve the best timeframe and cost outcome.**
- **Efficiency** in start of the day movement of vehicles from storage locations, undertaking of daily maintenance/inspection checks for safe functioning of engineering plant and company vehicles as per use requirements.
- **Flexibility to provide on call service** during work hours for the safe movement of a diverse range of items as per Bowhill Engineering & logistic requirements. This may require occasional travel to site or suppliers (ie Murray Bridge/Mannum) as required.
- **Operation Boweng lifting equipment** including mobile and gantry cranes, hoists, forklifts and jibs as well as winches in a safe and effective manner.
- **Multi-skilled** with the ability to operate Boweng transport equipment including trucks, utes and other light vehicles in a safe and effective manner and ensure loads are signed, transported as per WHS requirements (ie hazardous substances, gas cylinders)
- Knows and understands **crane operation signals**, fit & competent for working with spotter including good eye sight & hearing.
- **Confidence** in conferring with transport providers in unloading and loading transport, arranging placement of loads with a variety of plant & equipment as trained & ensuring that loads leave Bowhill Engineering allowing for safe movement & arrival to their destination.
- **Pride & Ownership** in Yard organisation, goods storage, material placement maintaining 5s presentation. General site presentation may include some weed control around stored

loads as required and general or assisted housekeeping around Bowhill Engineering facilities.

- **Go to person** - allocation to assist Contractors on the Boweng site.
- **Passivation trained** – safe material handling assistance & emergency assistance.
- Ensures that vehicles and plant & equipment are stored appropriately including start / end of the day pre-check and lock up procedures are completed.

## 2. Production

### Machine Shop & Processing

- **Ownership Machine Shop** - Develops and implements processing methods to minimise operating problems, improve equipment performance & product quality in consultation with Workshop Team Leader.
- **Coordination & Prioritisation** prioritise production requirements to get the job done with labour & budget targets front of mind.
- Ability to read & interpret drawings, determine parts or assemblies to be processed, material and equipment requirements. Set up metalworking plant & equipment according to specifications and tooling instructions, monitoring the speed depth and pressure of the cuts to **achieve an efficient yet quality outcome to the clients' satisfaction**.
- **Mentor & Assist** - demonstrate operation, set up and/or provide training as requested of machine shop plant & equipment to workers & apprentices. May be responsible for marking out metals/materials, setting up work areas for other production staff working to achieve team production goals without detracting from the core requirements of the position
- In time and as appropriate, at the request of the Production Manager, **professionally greet and discuss job requirements with walk in customers**, problem solve and improvise as required to meet required outcome.
- **Pride in your work** – Processing quality requirements are **critical** to ensure the flow of work continues through to fabrication without need for rectification.

## 3. Maintenance

- **Preventative rather than Reactive Maintenance** – ability to observe machine operation for malfunction and adjust as necessary, minor machine repairs as required preventing breakdowns. Confers with Production Manager to establish processes and quality control standards for equipment maintenance and safe operation.
- **Initiative in maintaining** Machine Shop Plant & Equipment, ie cleans and lubricates machine tools as required
- **Understand the cost of breakdowns** - Assist Fabrication Team Member (Fitter) or Maintenance Contractors as required with preventative & breakdown maintenance on machine shop plant & equipment in order to resume production as soon as possible.
- **Be proactive** - advises Project Team Member of Machine Shop consumable ordering as required rather than when materials have run out.
- **IT Skills** – ability to log maintenance requirements on Sharepoint/Maintenance Register
- Assist in Working at Heights register and Service Instruction templates (SITs) as required within training competencies.
- **Traffic Management** – assist in traffic management on Bowhill Engineering grounds ie signage incl installation, recommendations for continuous improvement, traffic ground surface improvements. Provide traffic management, instruction & control of incoming/outgoing loads entering public roads as required.

## 4. Cross Function

### Communication / People Relations

- Being a cross functional role **adaptability is key** being able to communicate and work with Team Leaders in both STF and Workshop and employees requiring material handling assistance.
- **Analyses and resolves work problems** or asks for assistance of peers in solving problems and developing methodologies.
- **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.**

### Administration

- Ensure that incoming goods are **correctly marked off** against purchase order/quote or parts list in a **timely manner**. Notify Project Manager and Project Assistant if goods have not arrived or are on back order.
- Completes the daily maintenance/inspection, and checks for efficient and safe functioning of engineering plant and company vehicles when using them.
- Provides production data, maintain timely completion of paperwork including **time sheets** and production records daily, specifically to track time against projects.
- Assists Accounts Coordinator by monthly dipping of diesel tank, regular updates of fuel balance and ensuring that the **diesel log book is filled out correctly.**
- Assist in New Asset documentation & identification from receipt to placement within the workshop

### Work Health Safety & Environmental

- **Complies with safe operating practices and procedures** in line with relevant statutory requirements, including environmental controls
- Ensures **all duties are performed in a safe manner** in line with safe operating practices and procedures including the use of appropriate personal protective equipment.
- Reports all incidents, accidents and near misses following in house procedures.
- **Participate** effectively in production toolbox talks and safety audits, SIT's etc.
- **Take pride in your work area** - ensures Lean 5s systems are maintained in their daily duties and completes housekeeping duties as required to maintain the presentation of the workplace, in particular the machine shop.
- Recommends measures in consultation with the Production Manager to **improve the performance, reliability and safety of equipment.**
- **Ensures security** of company equipment, making sure that items/equipment/vehicles are stored and locked up and shut down safely and according to company procedures

## **PERSON SPECIFICATION**

### **DESIRABLE REQUIREMENTS**

#### ***Qualifications***

- Trade Certification Fitter & Turner or Metal Fabrication
- Current Drivers License (manual)
- Heavy Vehicle Licence (HR, HC)
- High Risk license (Fork Lift, Dogging, Rigging)
- Elevated Work Platform (EWP) Yellow Card
- Working at Heights Certification
- Workzone Traffic Management
- White card

#### ***Experience***

- General machining & processing
- Forklift Operation

#### ***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
- Broad knowledge of more than one field of engineering
- A good working knowledge of WHS principle, practices & employee responsibilities.

#### ***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

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

- Neat and appropriate personal presentation in line with PPE + Uniform guidelines
- 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