

# Job Description

## Apprentice Metal Fabricator



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*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

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<b>Position Title:</b>		<b>Apprentice Metal Fabricator</b>
Location:		Bowhill, South Australia
Current as of:		August 20
Reports to:		Workshop Team Leader
Direct Reports:		
Key Relationships:		Production Manager, Workshop Team Leader, Apprentice Support Person

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### **Role Purpose:**

As an Apprentice Metal Fabricator, you will be responsible for learning and developing skills through a combination of hands on experience and structured training activities, to achieve certification to become a Qualified Metal Fabricator via a structured training plan.

You will be organised for the task, with all information at hand, collaborating with the team to ensure productivity, efficiency and innovative solutions are considered. This position is responsible for completion of each job as designated taking every opportunity to learn the trade from other experienced peers.

You have the following key areas of responsibility:

- Production
- People & Culture
- Compliance

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Production</b>	<ul style="list-style-type: none"> <li>Work Together – closely with team to focus on achieving the best timeframe and cost outcome</li> <li>Ability to read and work with drawings and problem solve as required to ensure products and projects are of the highest standard</li> <li>Challenge yourself daily as a tradesperson to improve fabrication and welding processes, our team is known for meeting challenges with ease and being the best in their field</li> </ul>	<ul style="list-style-type: none"> <li>Seek clarification and get work checked</li> <li>Set budgets are met (both quality &amp; time)</li> <li>Read the play to avoid potential pitfalls</li> </ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>Be proud – Bowhill Engineering is a great place to work, speak positively and recommend it to others</li> <li>Show pride – maintain safe housekeeping conditions with and around the work area for self and others</li> <li>Protect Your Mates – display and maintain safe working practices to ensure the safety of yourself &amp; others</li> <li>Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be</li> </ul>	<ul style="list-style-type: none"> <li>Learn best practice from a buddy</li> <li>Work Space neat, tidy &amp; functional</li> <li>Safety of self &amp; others</li> <li>Identification and delivery of continuous improvement initiatives within the team</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Personally check work in progress and finished products to ensure that quality standards are met</li> <li>Take action and ensure that all appropriate individual paperwork is completed accurately and on time</li> <li>Take responsibility to ensure individual and team production complies with company quality &amp; safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Apprentice Checklists are utilised</li> <li>Zero defects – what can I do to make the next persons job easier</li> <li>Paperwork filled out 100% every time</li> </ul>

**PRODUCTION BEHAVIOURS**

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Adaptable</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to handle a broad range of different tasks and assignments</li> <li>▪ Adjusts quickly to different work environments</li> <li>▪ Changes priorities when required without irritation</li> </ul>
<b>Reliable</b>	<ul style="list-style-type: none"> <li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li> <li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li> <li>▪ Maintains high level of character and a professional attitude the role</li> </ul>
<b>Engaged</b>	<ul style="list-style-type: none"> <li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li> <li>▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe</li> <li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li> </ul>
<b>Skillful</b>	<ul style="list-style-type: none"> <li>▪ Remains up to date with the latest technologies and development in area of expertise</li> <li>▪ Is able to identify the skills required for personal growth and development</li> <li>▪ Is committed to continuous learning and self-improvement</li> </ul>
<b>Initiative</b>	<ul style="list-style-type: none"> <li>▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes</li> <li>▪ Is hard working and self-motivated</li> <li>▪ Identifies and acts on better ways to do things</li> </ul>
<b>Team Player</b>	<ul style="list-style-type: none"> <li>▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required</li> <li>▪ Is courteous and treats others with respect</li> <li>▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Communicates positively and professionally with team members and customers at all times</li> <li>▪ Communicates verbally and in written form with clarity</li> <li>▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information</li> </ul>

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### BOWHILL ENGINEERING 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 or working for Bowhill Engineering should be satisfying, fulfilling and profitable
  - When we deliver on the above, we deserve to make a fair profit
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### BOWHILL ENGINEERING CODE OF CONDUCT

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#### We Expect and Accept:

- Honesty
- Teamwork
- Respect
- Patience and Tolerance
- Work life balance

#### We Don't Expect or Accept:

- Dishonesty
  - Negativity
  - Backstabbing
  - Intimidation
  - Handballing
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### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

- nil
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#### EXPERIENCE

- Current Driver's License (manual)
  - High Risk Fork Lift license (over 18 years of age)
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