

# Job Description

## Production Team Member



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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>Production Team Member</b> (Trade Assistant) |
| Location:              |  | Bowhill, South Australia                        |
| Current as of:         |  | August 20                                       |
| Reports to:            |  | Workshop Team Leader                            |
| Direct Reports:        |  | Production Manager                              |
| Key Relationships:     |  | Peers Production Team & Fabrication Team        |

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### Role Purpose:

The right person in this role will make themselves indispensable. An entry level position with no previous industry experience required. Keen to learn, quick to adapt, you will undertake a broad range of processes aimed at keeping production scheduling on time with minimal rework. Plate preparation, material handling, goods inwards & general production support are some of the duties of this position.

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>▪ Assist Production &amp; Fabrication Team Members in their daily duties to meet Project requirements &amp; time frames</li> <li>▪ Cross Functioning – Sheer Stud Application, Metal Surface preparation, Processing, Machining, surface treatment assists as required</li> <li>▪ Flexibility – in moving to task required at time, accept change of work priorities as requested</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Employee Productivity</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 be a great representative of our company</li> <li>▪ Show pride – maintain safe housekeeping conditions with and around the work area for self and others</li> <li>▪ Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be</li> <li>▪ Positive Attitude – contribute in a positive manner to our team and projects</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Work Space neat, tidy &amp; functional</li> <li>▪ Contribute to Continuous Improvement - MRMP</li> </ul>   |
| <b>Safety &amp; Quality Compliance</b> | <ul style="list-style-type: none"> <li>▪ Ensure work is always completed in a safe manner and with consideration of other team members, visitor</li> <li>▪ Ensure you are adequately trained in Plant &amp; Equipment prior to operation and comply with safe operation procedures and personal protective equipment requirements.</li> <li>▪ Respect, follow and maintain company policies &amp; procedures for quality &amp; safety standards</li> <li>▪ Report any incidents, accidents, near miss or safety concerns via WHS Reporting Procedures – demonstrate proactive rather than reactive behaviour towards safety.</li> <li>▪ Remove &amp; report any damaged P&amp;E from service using tag out system</li> <li>▪ Take responsibility, inspect work in progress and ensure production meets the quality standard required for each job.</li> <li>▪ Participate in toolbox, safety audits, Service Instruction Templates and team meetings as required</li> </ul> | <ul style="list-style-type: none"> <li>▪ Safe Work Practices</li> <li>▪ Training Plant &amp; Equipment</li> <li>▪ Policy &amp; Procedure Acceptance</li> <li>▪ WHS Statistics</li> <li>▪ Quality Standards</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

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- 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
  - If 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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| <b>We Expect and Accept:</b>   | <b>We Don't Expect or Accept:</b>                              |
|--|--|
| <ul style="list-style-type: none"><li>▪ Honesty</li></ul>                | <ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>   |
| <ul style="list-style-type: none"><li>▪ Teamwork</li></ul>               | <ul style="list-style-type: none"><li>▪ Negativity</li></ul>   |
| <ul style="list-style-type: none"><li>▪ Respect</li></ul>                | <ul style="list-style-type: none"><li>▪ Backstabbing</li></ul> |
| <ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul> | <ul style="list-style-type: none"><li>▪ Intimidation</li></ul> |
| <ul style="list-style-type: none"><li>▪ Work life balance</li></ul>      | <ul style="list-style-type: none"><li>▪ Handballing</li></ul>  |

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### DESIRABLE REQUIREMENTS

#### QUALIFICATIONS

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- High Risk License (Forklift)
  - Elevated Work Platform (EWP) Yellow Card
  - White Card
  - Drivers License
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#### EXPERIENCE

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- Forklift operation
  - Scissor Lift operation
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