

## Job Description

<b>Job Title</b>	<b>Effective Date of Document</b>
<b>Fitter &amp; Machinist Workshop</b>	
<b>Classification</b> As per agreed contract (refer to Schedule 2 within contract)	
<b>Agreement / Award</b> Manufacturing & Associated Industries & Occupations Award 2010 MA000002	
<b>Hours</b> 38 - 45 hours. May be required to work reasonable additional hours outside the above hours of work to meet the requirements of the position.	
<b>Location</b> Machine Shop Possibility of off site locations	<b>Reports to:</b> Machine Shop Manager Machine Shop Supervisor Machine Shop Foreman
<b>Classification</b> As per agreed salary	
<b>Agreement / Award</b> Manufacturing & Associated Industries & Occupations Award 2010 MA000002	
<b>Positions under Supervision</b> <ul style="list-style-type: none"> <li>• Tradesmen, Manual and CNC Machinist</li> <li>• Apprentices &amp; Trainee Assistants</li> </ul>	
<b>Purpose of the Position</b> The Fitter & Machinist shall be required to set up and operate a variety of machine tools to produce precision parts and instruments and be able to manufacture, modify or repair mechanical components & parts to make or repair machine tools or maintain industrial machines. Physical functions that may be required to be carried out listed below but not limited to: Bending, sitting, kneeling, twisting, lifting, squatting, climbing and administrative duties.	
<b>Key Result Areas</b> <ul style="list-style-type: none"> <li>• Manufacturing, modification or repair of mechanical instruments.</li> <li>• Fabrication and modification of parts to make or repair machine tools or maintain industrial machines applying knowledge of mechanics, shop mathematics, metal properties, layout and machine procedures.</li> <li>• Ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies.</li> <li>• Ensures self and others under their supervision are aware of the Company's Quality, Environmental and OHS Management Systems, Policies and processes by providing training, education or work experience.</li> </ul>	
<b>Description of Duties &amp; Responsibilities</b>	
<b>1. COMPANY COMMITMENT</b>	
1.1. Actively embraces and contributes to the Company's philosophy, values, policies and procedures in relation to: <ul style="list-style-type: none"> <li>• Strategic Direction</li> <li>• Continuous Quality Improvement</li> <li>• Occupational Safety and Health &amp; the Environment</li> <li>• Confidentiality</li> </ul>	
1.2. Applying these in all interactions with staff and customers.	

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### 2. OPERATIONS / PRODUCTION

- 2.1. Selects the appropriate tools, machines and materials to be used in preparation of machinery work.
- 2.2. Operates within the parameters of the relevant legislative & statutory requirements.
- 2.3. Sets up, adjusts and operates all of the basic machine tools and many specialized or advanced variation tools in order to perform precision machining operations
- 2.4. Sets controls to regulate machining, or enters commands to retrieve, input or edit computerised machine control media.
- 2.5. Studies samples, blueprints, drawings and engineering information in order to determine methods and sequences of operations needed to manufacture products and determine product dimensions and tolerances.
- 2.6. Uses machine parts and tools such as lathes, milling machines and shapers, or grinders to their specifications.
- 2.7. Assists with designs of fixtures, tooling and experimental parts to meet special engineering needs.
- 2.8. Assists in the development of work procedures for manufacturing or repairing parts or components, using a variety of metalworking machines.
- 2.9. Monitors all aspects of day to day operations to ensure a customer focused approach.
- 2.10. Identifies initiatives and coordinates quality improvement activities in relation to manufacturing, modification and repair of mechanical components and machines in consultation with the Supervisor and the Onsite Manager.
- 2.11. Participates in meetings and committees as required.
- 2.12. Installs repaired parts into equipment or install new parts if required.
- 2.13. Provides technical support where necessary.
- 2.14. Observes operating machines and equipment in order to diagnose machine malfunctions and to determine need for adjustments or repairs.
- 2.15. Prepares working sketches for the illustration of product appearance.
- 2.16. Programs computers and electronic instruments such as numerically controlled machine tools.
- 2.17. Sets up and operates metalworking, welding and cutting equipment.
- 2.18. Supports metalworking projects from planning and fabrication through assembly, inspection and testing using knowledge of machine functions, metal properties and mathematics.
- 2.19. Tests experimental models under simulated operating conditions for such purposes as development, standardization and feasibility of design.
- 2.20. Aligns and secures holding fixtures, cutting tools, attachments, accessories and materials onto machines.
- 2.21. Calculates dimensions and tolerances using knowledge of mathematics and instruments such as micrometres and Vernier callipers.
- 2.22. Lays out, measures and marks metal stock in order to display placement of cuts.
- 2.23. Machines parts to specifications using machine tools such as lathes, milling machines, shapers or grinders.
- 2.24. Measures, examines and tests completed units in order to detect defects and ensure conformance to specifications, using precision instruments such as micrometres.
- 2.25. Monitors the feed and speed of machines during the machining process.
- 2.26. Provides supervision and support for trainees and apprentices under their Supervision.
- 2.27. Plays a strong part in making sure everything has a home and is returned to its proper place in the workshops and or offices after use.

### 3. COMMUNICATION & TEAMWORK

- 3.1. Acts as a positive role model.
- 3.2. Liaises with the Supervisor, the Workshop Manager and other Senior Managerial & Supervisory staff.
- 3.3. Confers with engineering, supervisory and manufacturing personnel in order to exchange technical information.
- 3.4. Communicates with staff and members of the community in a calm, professional manner that shows respect for individuals.
- 3.5. Uses effective problem-solving skills to complete required tasks and resolve conflict at the earliest opportunity, ensuring all required documentation is completed.
- 3.6. Participates in activities in line with the Company's strategic goals, budgets, business plans, policies, procedures and relevant legislation.
- 3.7. Ensures delivery of a Customer focussed services.

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### 4. HUMAN RESOURCES

- 4.1. In conjunction with the Workshop Manager and Supervisor establish appropriate resources to undertake assigned tasks.
- 4.2. Establishes work schedules for assigned tasks.
- 4.3. Delegates tasks and accountability if required by the Supervisor.
- 4.4. Provides supervision for tradesmen and apprentices working under their direction.
- 4.5. Monitors and evaluates performance of staff working under their direction and report training needs to the Workshop Supervisor.
- 4.6. Accurately records hours worked to the correct job number and sends timesheets through daily.

### 5. MAINTENANCE

- 5.1. Adopts and promotes a preventative approach to the care and maintenance of the work place and Company equipment and machines.
- 5.2. Cleans and lubricates machines, tools and equipment in order to remove grease, rust, stains and foreign matter.
- 5.3. Dismantle machines or equipment, using hand tools and power tools in order to examine parts for defects and replace defective parts where needed.
- 5.4. Cleans and maintains machines, tools and equipment in order to preserve correct operation and maintain accuracy.
- 5.5. Maintain industrial machines, applying knowledge of machines, shop mathematics, metal properties, layout and machining procedures.
- 5.6. Report any maintenance anomalies to the Workshop Supervisor.

### 6. PERSONAL & STAFF DEVELOPMENT

- 6.1. Identifies, communicates and co-ordinates training needs of self & staff working under their supervision.
- 6.2. Updates own knowledge on current professional issues in relation to own position.
- 6.3. Sets personal goals and evaluates own performance with the Workshop Manager.

### 7. OCCUPATIONAL HEALTH & SAFETY & ENVIRONMENTAL

- 7.1. Encourages a collaborative approach to workplace & environmental safety issues
- 7.2. Reports hazards or unsafe work practices as per the Company Policy & Procedures.
- 7.3. Consults and cooperates with OHS representatives, Management and staff on matters of Occupational Safety and Health and Environmental issues.
- 7.4. Uses appropriate Manual Handling techniques for lifting.
- 7.5. Machinery and tool operation requires the use of safety equipment to include but not limited to: eye safety glasses, hearing protectors, work boots and hard hats.
- 7.6. Wearing Loose fitting clothes and jewellery are not permitted.
- 7.7. Ensures properly and timely assessment of risks to Health & Safety of oneself and work colleagues.

### 8. CONTINUOUS QUALITY IMPROVEMENT

- 8.1. Identifies quality improvement activities in relation to day to day operations in the work area and shares them with the QA Coordinator & the Workshop Manager or Supervisor.
- 8.2. Communicates directly with the Workshop Supervisor to ensure effective participation by the department staff in the implementation of QA policy and procedures.
- 8.3. Participates in Quality Improvement Activities.
- 8.4. Offers suggestions to improve work practices and customer service.
- 8.5. Supports change in the work place as a result of continuous quality improvement activities.

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### Education & Experience

#### ESSENTIAL

- Working knowledge of Industry relevant production area or similar.
- Has a sound knowledge of jobbing work set ups on 2, 3, 4 and 5 axis machines both manual and CNC (Computer Numerical Controlled).
- Experience using one or more of the following tools: lathe, milling machine, drill press, surface and cylindrical grinders and vertical/horizontal borers and metal cut off saw.
- Able to demonstrate an ability to read, interpret and create blueprints and schematics.
- Manual dexterity required for operating machinery and computers.
- Has a sound knowledge of advanced manual machining methods and CNC ISO programming.
- Ability to operate a overhead gantry crane and correctly rig loads (ticketed operator).
- Working knowledge of Occupational Health & Safety and Environmental principles, Equal Employment Opportunity principles, relevant Awards and Enterprise Agreements.
- Evidence of communication (both oral and written) and interpersonal skills which deliver effective leadership, build and develop teamwork and establish effective working relationships with stakeholders.
- Ability to work in a team environment with minimum supervision, demonstrating initiative for priority setting, goal achievement and time management.
- Results orientated individual who can demonstrate stability of performance under pressure.
- Evidence of understanding and use of quality principles within a medium sized service delivery operation.
- Demonstrated ability to function as part of a team and foster effective working relationships.
- Evidence of effective self-management principles.

#### DESIRABLE

- 2- 5 years post graduate of trade qualification in Manual and/or CNC Machining
- Hold a current 'A' Class Driving Licence.
- Hold a current Forklift Licence.
- Hold a current Gantry Crane Licence.
- Hold a current First Aid Certificate.

The statements in this Job Description are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**I certify that I have read and understand the responsibilities assigned to this position.**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Date

**I certify that this job description is an accurate description of the responsibilities assigned to the position.**