

POSITION DESCRIPTION	
<b>Title:</b>	<b>Fabricator</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Supervisor - Fabrication</b>
<b>Grade:</b>	<b>12</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Vehicle:</b>	<b>No</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Criminal Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Not Required</b>
Position Purpose	
To undertake fabrication activities to contribute to the construction and maintenance of Council's assets.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Trade qualification in fabrication</li> <li>• Demonstrated work performance and knowledge, skills and experience in fabrication of assets associated with Local Government</li> <li>• Demonstrated experience in the management of staff development</li> <li>• Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, supervisor, staff, public and external bodies, including negotiation, conflict resolution and decision making</li> <li>• Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works</li> <li>• Demonstrated ability to review, interpret and implement technical plans and information, work schedules and service level agreements</li> <li>• Ability to work without supervision and as part of a team</li> <li>• Sound understanding and commitment to WHS, quality standards and management systems</li> <li>• Understanding of relevant practices and policies</li> <li>• Basic ability to use computers and mobile devices</li> <li>• Experience in using a quality management system or other business improvement initiatives</li> </ul>	

- Physically capable to undertake task relevant to the position
- General Induction for Construction Work Certificate (White Card)
- Current Class C driver's license
- Ability to gain Class MR driver's license within the probationary period

**Desirable:**

- Qualification in management, leadership or other relevant qualification
- Local Government Experience
- Experience Microsoft Office suite of software and ability to adapt to new software packages
- Experience in mechanical works
- Current Class HR or MR driver's
- Forklift Competency
- Overhead Crane Competency

### **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with resource allocation by:

- Organise staff and resources associated with fabrication works to provide the most efficient and cost effective environment.
- Organise the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Identify improvements in operations, maintenance requirements and other activities within area of responsibility.
- Management of resources allocated to area of responsibility.
- Assist in the estimation and review cost of works undertaken.
- Monitor day to day performance against agreed quality, schedules and budgets. Provide written or electronic documentation of progress and variations to schedules and budgets.
- Assist in the review and implementation of schedules, plans and rosters to ensure effective use of labour, plant and materials.
- Communicate with the community and internal customers regarding maintenance or construction works including complaints and requests.
- Ensure accurate completion of work orders, dockets, leading hand reports, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with legislation and Council policy and procedure including Council's Code of Conduct, Purchasing, Risk Management and other relevant policies.
- Implement necessary action to locate and protect public utilities on work site.
- Physically undertake fabrication labouring activities throughout the city
- Provide operational, technical and strategic advice to Coordinator.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Provide leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on the job training, performance reviews and assisting in recruitment when required
- Updating professional expertise and continually improve quality of advice provided.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the operation and maintenance of the Works Depot.

Perform other duties consistent with the requirements of the position

### **Work Health & Safety**

Comply with Council's WHS and other policies and procedures through

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility
- Ensure all employees and contractors are inducted and receive regular training as required to perform jobs safely
- Ensure safe working conditions are maintained
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks
- Ensure all incidents, hazards and near misses are reported and immediately followed up.
- Ensuring provision of traffic control at work sites

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

### **Organisational Values**

- Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability.