



# METAL FABRICATOR

## POSITION PROFILE

Division	Shire Infrastructure	Status	Full time, permanent
Unit	Building Operations	Salary Grade	Grade 5
Reports to	Team Leader - Metal Fabrication	Reviewed	September 2021
Activity Stream	Minor Works		

## STRATEGIC INTENT

Building Operations is accountable for providing efficient and effective maintenance and minor works (projects) to Council's building, open space, transport and stormwater assets.

This role is responsible for supporting the following outcomes:

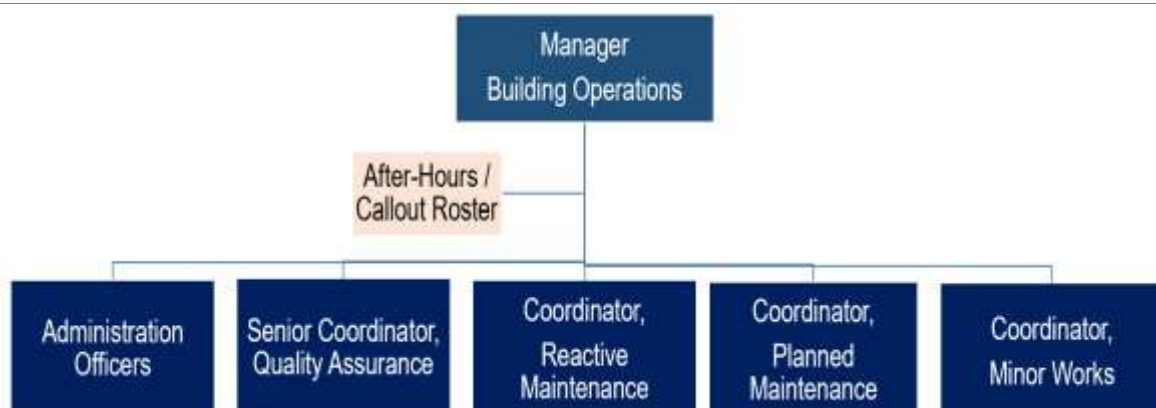
- Delivering metal fabrication works to agreed levels of quality and function
- Ensuring risks associated to ineffective and faulty assets are mitigated
- Minimising the impact on natural resources.

## POSITION PURPOSE

The primary purpose of the position is to undertake all aspects of the trade on Council's fixed and non-fixed assets. Activities include, but are not limited to:

- Undertaking defect (reactive) repairs
- Pro-active maintenance works
- Fabrication of renewed, upgraded and/or new assets
- On site installation.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

PERFORMANCE STANDARD	OUTCOME TO BE DELIVERED
<b>SAFETY</b>	
Maintain a safe environment	<ul style="list-style-type: none"> <li>Follow safe work practices and take reasonable care of own health and safety</li> <li>Report work-related incidents, injuries and illness, hazards and, any unsafe behaviours or conditions</li> <li>Share ideas to make the work environment safer.</li> </ul>
<b>TECHNICAL</b>	
Plan and prioritise	<ul style="list-style-type: none"> <li>Plan and coordinate allocated activities</li> <li>Re-prioritise own activities to achieve set goals and deliver works in an efficient manner.</li> </ul>
Think and problem solve	<ul style="list-style-type: none"> <li>Identify and inform of issues that may impact on completion of tasks, works and services</li> <li>Share ideas about ways to improve work tasks.</li> </ul>
Interpret technical information	<ul style="list-style-type: none"> <li>An ability to interpret Codes, Regulations, Standards and specifications.</li> </ul>
Carryout estimates	<ul style="list-style-type: none"> <li>An ability to create detailed and accurate estimates and quotations.</li> </ul>
Deliver works and projects	<ul style="list-style-type: none"> <li>Work under limited supervision</li> <li>Take initiative to progress own work</li> <li>Willingness to apply additional skills outside the trade discipline, as safe and appropriate</li> <li>Identify and coordinate resources needed to complete allocated work efficiently</li> <li>Deliver works in accordance with relevant Standards, Codes and Regulations.</li> </ul>
<b>CUSTOMER</b>	
Provide efficient customer service	<ul style="list-style-type: none"> <li>Consider customer requirements and develop solutions to meet their needs</li> <li>Advise of any delays that may impact on completion of works</li> <li>Communicate routine technical information clearly and concisely</li> <li>Deliver works within agreed timeframes.</li> </ul>
<b>LEADERSHIP</b>	
Influence and negotiate	<ul style="list-style-type: none"> <li>Listen to others when they are speaking and ask respectful questions</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Use facts, knowledge and experience to support recommendations</li> <li>▪ Work towards positive and mutually satisfactory outcomes.</li> </ul>
Be accountable	<ul style="list-style-type: none"> <li>▪ Understand team objectives and how own work relates to achieving these</li> <li>▪ Take ownership of performance outputs</li> <li>▪ Show awareness of own strengths and areas for growth and development and apply new skills.</li> </ul>
Be innovative	<ul style="list-style-type: none"> <li>▪ New work practices are introduced as required in line with industry best practice.</li> </ul>
<b>BUDGETS</b>	
Work to and within budgets	<ul style="list-style-type: none"> <li>▪ Accurately complete weekly timesheets</li> <li>▪ Appreciate the importance of accuracy and completeness of estimating costs</li> <li>▪ Accurately note down all costs in relation to labour time, materials, plant, sub-contractors on invoices</li> <li>▪ Ensure invoices are submitted in a timely manner</li> <li>▪ Deliver works and services in accordance with the relevant budget.</li> </ul>
<b>PURCHASING</b>	
Procure materials and services	<ul style="list-style-type: none"> <li>▪ Be aware of relevant delegations and act within</li> <li>▪ Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement.</li> </ul>
<b>TECHNOLGY</b>	
Use technology	<ul style="list-style-type: none"> <li>▪ Understand and comply with policies on acceptable use of technology</li> <li>▪ Identify new technologies that create efficiencies/ improve service delivery</li> <li>▪ Identify ways to leverage the value of existing technology to achieve team/unit outcomes.</li> </ul>

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>Trade Certificate in Metal Fabrication, Boiler-making or similar (Cert 3)</li> <li>Building Industry Induction Certificate (white card)</li> <li>Class C driver's licence.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>LR, MR, HR or HC driver's licence</li> <li>Forklift licence</li> <li>Confined Space Training</li> <li>Working at Heights Training.</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>Extensive relevant post trade experience</li> <li>Proficient in MIG / TIG &amp; stick welding</li> <li>Proven ability to interpret plans and undertake work</li> <li>Thorough understanding of work health and safety procedures.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>A proven ability to co-ordinate the work of skilled and semi-skilled staff</li> <li>Proven ability to accurately estimate time and materials for works and projects.</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> <li><b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li> <li><b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li><b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</li> <li><b>People skills:</b> empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</li> <li><b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li><b>Collaborative</b> - be open and welcoming, genuinely connect to others, include others, work together as one</li> <li><b>Active</b> - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ <b>Respectful</b> – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others</li> <li>▪ <b>Evolving</b> – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker</li> </ul>
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## CORPORATE OBLIGATIONS

Employees	No direct reports. See unit structure.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

## SPECIFIC CONDITIONS OF EMPLOYMENT

- Core Enterprise Agreement (Wages Staff)
- Local Government State Award
- 38-hour week
- 9-day fortnight (RDO each fortnight).

## SIGNATURE

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Incumbent (Signature)

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Date