



POSITION TITLE **Fabrication Team Member** (Metal Fabricator)

REPORTS TO Workshop Team Leader

DATE July 15

COMPANY INFORMATION:

Mission Statement

Who: Bowhill Engineering is a family business, based on the River Murray in rural South Australia. Our growing business contains creative & enthusiastic staff who enjoy being technically stimulated in an innovative environment.

What: We specialise in heavy and complex structural engineering

What do we stand for: We have a desire to succeed against all odds. Some of our core values include: Honesty, belief in others, commitment & resourcefulness. There is a strong desire to increase our teamwork to underpin that we are a together powerful group.

Why: Our culture & team oriented atmosphere go a long way towards our personal gratification. We enjoy being worthy to our clients and making a difference. Our aim is to be a successful & profitable business that has poise & stability.

Vision Statement

The leading supplier of heavy and complex structural engineering for projects that embrace technical challenges.

The natural first choice to our customers, suppliers and employees and create long term value for all of these people.

Purpose:

- Security for family & staff
- Desirable Work / Life balance
- Help make our community thrive

We will win by providing an unsurpassed positive and flexible project best attitude!

Jeremy Hawkes
Managing Director

attitude of excellence

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MAJOR FUNCTION:

The Fabrication Team Member is accountable to the Workshop Team Leader to ensure fabrication, welding & associated jobs are completed in line with company time, quality & safety standards.

JOB SPECIFICATION

DUTIES & RESPONSIBILITIES:

1. Production

- Perform fabrication and welding processes, as required, within individual skill and knowledge scope.
- Work closely with Team Leader and other Team Members across all processes.
- Ensure all appropriate individual paperwork is completed accurately and on time.
- Take responsibility to ensure individual production complies with company quality and safety policies.
- Identify and recommend continuous improvement initiatives.
- Display a flexible work ethic in relation to timekeeping and cross functioning.
- In conjunction with Workshop Team Leader and Production Manager, plans and directs individual production activities for projects/products in keeping with effective operations to achieve the best timeframe and cost outcome.
- Confers with Workshop Team Leader and Production Manager to establish production and quality control standards.
- Inspects work in progress and finished products to ensure that production is in line with quality standards as required by Team Leader.
- Recommends measures to improve production methods, equipment performance and quality of product at regular MRMP meetings or as required.

2. People Relations

- Displays a positive and constructive attitude at all times.
- Helps team members analyse and resolve work problems or assists in solving problems as required by Team Leader.
- Participates openly and effectively in support of Team objectives
- Interprets company policies and procedures to workers and enforces safety regulations.
- Supports team-building and continuous improvement principles.
- Supports an effective communication system ensuring compliance with all company policies and procedures.

3. Administration

- Maintain safe working practices to ensure the safety of self and others.
- Maintain safe work and housekeeping conditions within and around work area for self and others.
- Maintain timely completion of paperwork and production records daily, specifically to track time against projects.
- Ensures security of company equipment ensuring that items are stored and the premises are locked up according to company procedures.

4. Work Health Safety

- Complies with safe operating practices and procedures in line with relevant statutory requirements.
- Ensures all duties are performed in a safe manner in line with safe operating practices and procedures including the use of appropriate personal protective equipment.
- Reports all incidents, accidents and near misses following in house procedures.
- Participates effectively in production toolbox talks and safety audits etc.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Metal Trade Certificate or at least 6 years' proven experience within a metal trade

DESIRABLE REQUIREMENTS

- Current Drivers License (manual)
- High Risk license (Fork Lift LF)
- Heavy Vehicle license
- Elevated Work Platform (Yellow Card – Scissor Lift)

Skills

- Ability to comfortably read and understand workshop drawings
- High fabrication and welding skill level.
- Support, encouragement and informal training of junior and less experienced team members
- Well developed communication skills
- High level of organisational skills especially in job planning
- Excellent time management skills
- Broad Knowledge of more than one field of engineering
- A good working knowledge of WHS principle, practices & employee responsibilities.

Abilities

- Ability to complete tasks efficiently to a high quality standard.
- Ability to work without supervision
- Ability to solve problems, identifying root causes timely and efficiently
- An understanding of team building concepts

Personal Attributes

- Positive nature, easy to approach and flexible towards team requirements.
- Neat and appropriate personal presentation
- Maintains confidentiality at all times
- Performs well under stress to meet deadlines
- Works effectively with a range of people at various levels within the company
- A willingness to develop and grow with the company