



POSITION TITLE **SURFACE TREATMENT TEAM MEMBER**

REPORTS TO Production Manager

DATE August 2015

COMPANY INFORMATION:

Attitude of Excellence

Mission Statement

We work collaboratively with our clients to design, fabricate and install large complex structural steel for building/engineering construction and specialist equipment manufacturers Australia wide.

Competitive Advantage

- Specialising in large complex structural steel
- Being easy to do business with
- Offering a collaborative problem solving approach
- High capability for developing innovative solutions
- Track record for delivery on-time and with high quality
- Price competitive

Culture and Values

- 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 Bowhill Engineering or working for Bowhill Engineering should be satisfying, fulfilling and profitable
- If we deliver on the above we deserve to make a fair profit

Purpose:

We come to work to build things that we can be proud of.

- Big complex structural steel
- A great business
- Our people
- Our community

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

Jeremy Hawkes
Managing Director

attitude of excellence

MAJOR FUNCTION:

The Blast & Paint-shop Team Member is accountable to the Production Manager to ensure individual designated surface preparation and treatment applications are consistent with budgetary, quality and safety standards.

JOB SPECIFICATION

DUTIES & RESPONSIBILITIES:

1. Sand Blasting & Painting

- Perform metal surface preparation and assistance with treatment processes, as required, within individual skill and knowledge scope.
- Work closely with Production Manager and other Team Members across all processes.
- Ensure all appropriate individual paperwork is completed accurately and on time.
- Take responsibility to ensure individual processes comply 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 the Production Manager, plans and directs individual process activities for projects/products in keeping with effective operations to achieve the best timeframe and cost outcome.
- Inspects and tests work in progress and finished products to ensure that metal surface preparation and treatment is in line with quality standards as required.
- Recommends measures to improve metal surface treatment methods, equipment performance and quality of product at regular MRMP meetings or as required.
- Ensures that the Blasting & Painting Equipment is cleaned, maintained and operated with care & efficiency.
- Inspects work in progress and finished products to ensure that production is in line with quality standards.
- Coordinates production activities with project management, procurement, maintenance and quality control activities to obtain optimum production and utilization of human resources, machines, materials and equipment.
- Develops and implements operating methods and procedures in consultation with the Production Manager to eliminate operating problems and improve product quality.
- Analyses work orders and drawings to determine information such as material to be used, type and sequence of operations.
- Exercises control over the maintenance and efficient functioning of engineering plant.
- Recommends measures in consultation with the Production Manager to improve production methods, equipment performance and quality of product.
- Suggests changes in consultation with the Production Manager to working conditions and use of equipment to increase efficiency of the production department

2. People Relations

- 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 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.
- Test results recorded accurately and effectively to individual job requirements.
- Reports any equipment faults or shortfalls to Production Manager.
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4. Work Health Safety

- 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.
- Ensures all duties for self & others 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.
- It is recommended that the employee shower & change into clean clothes at the end of the shift/day. Shower facilities are provided at Bowhill Engineering for use in your own time if required.
- It is recommended that basic PPE is laundered daily.
- Requirement to participate in Annual Air & Health Monitoring as per requirements identified through Hazardous Substance monitoring by Bowhill Engineering
- Employees are encouraged to be clean shaven for correct PPE fit and to avoid contamination
- Lunchroom facilities are provided, no smoking or eating is permissible at the Surface Treatment facility. It is recommended to wash face and hands prior to eating.

PERSON SPECIFICATION

DESIRABLE REQUIREMENTS

Qualifications

- Drivers license (Manual)
- Light or Medium Rigid Truck License
- High Risk Licence (Fork Lift LF)
- High Risk Licence (Dogging DG)
- Elevated Work Platform (Yellow Card – Scissor Lift)

Note: documented proof of licences is required

Experience

- Forklift operation
- Loading of trucks

Skills

- Well developed communication skills
- High level of organisational skills especially in job planning
- Excellent time management skills
- Experience in Industrial Coating applications
- Ability to maintain & repair painting & blasting equipment
- A good working knowledge of WHS principle, practices & employee responsibilities.

Abilities

- Ability to work without supervision
- Ability to solve problems, identifying root causes timely and efficiently
- An understanding of team building concepts

Personal Attributes

- Works effectively with a wide range of people at all levels within the company
- Performs well under stress to meet deadlines
- A willingness to develop and grow with the company