

## Job Description

### Trade Assistant – Blast and Paint



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*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

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<b>Position Title:</b>		<b>Trade Assistant – Blast and Paint</b>
Location:		Bowhill, South Australia
Current as of:		October 20
Reports to:		STF Team Leader
Direct Reports:		-
Key Relationships:		Production Manager, STF Team Leader, Quality Representative, Workshop Team Leader

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#### **Role Purpose:**

As a Surface Treatment Facility (STF) Team Member you will be responsible for being a part of an energetic & collaborative team, that is highly productive, efficient and aligned with other Boweng downstream and upstream activities. Ensure STF activities meet time and budget restraints, quality, safety & environmental standards.

You have the following key areas of responsibility:

- **STF Organisation**
- **STF Maintenance**
- **Cross Functional**

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#### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Organisation</b>	<ul style="list-style-type: none"><li>▪ Work prioritisation</li><li>▪ Coordinate activities with STF Team Leader</li></ul>	<ul style="list-style-type: none"><li>▪ Productivity at 85% of higher</li><li>▪ Jobs done on time within budget</li><li>▪ Zero defects</li></ul>
<b>Maintenance</b>	<ul style="list-style-type: none"><li>▪ Programmed (SIT's)</li><li>▪ Non-Programmed (MR)</li><li>▪ Continuous Improvement initiatives</li></ul>	<ul style="list-style-type: none"><li>▪ Zero downtime</li><li>▪ Equipment working in best possible order</li><li>▪ Improved conditions, systems &amp; procedures</li></ul>
<b>Cross Functional</b>	<ul style="list-style-type: none"><li>▪ Blast, Paint, Production, Fabrication, Passivation</li><li>▪ WHSE</li></ul>	<ul style="list-style-type: none"><li>▪ Seamless transfer between workshop to STF and STF to client</li><li>▪ 100% safe &amp; environmentally friendly</li></ul>

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#### TEAM MEMBER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Adaptable</b>	<ul style="list-style-type: none"><li>▪ Demonstrates the ability to handle a broad range of different tasks and assignments</li><li>▪ Adjusts quickly to different work environments</li><li>▪ Changes priorities when required without irritation</li></ul>
<b>Reliable</b>	<ul style="list-style-type: none"><li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li><li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li><li>▪ Maintains high level of character and a professional attitude the role</li></ul>
<b>Engaged</b>	<ul style="list-style-type: none"><li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li><li>▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe</li><li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li></ul>
<b>Skillful</b>	<ul style="list-style-type: none"><li>▪ Remains up to date with the latest technologies and development in area of expertise</li><li>▪ Is able to identify the skills required for personal growth and development</li><li>▪ Is committed to continuous learning and self-improvement</li></ul>
<b>Initiative</b>	<ul style="list-style-type: none"><li>▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes</li><li>▪ Is hard working and self-motivated</li><li>▪ Identifies and acts on better ways to do things</li></ul>
<b>Team Player</b>	<ul style="list-style-type: none"><li>▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required</li><li>▪ Is courteous and treats others with respect</li><li>▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>▪ Communicates positively and professionally with team members and customers at all times</li><li>▪ Communicates verbally and in written form with clarity</li><li>▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information</li></ul>

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#### BOWHILL ENGINEERING 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 or working for Bowhill Engineering should be satisfying, fulfilling and profitable
  - When we deliver on the above we deserve to make a fair profit
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#### BOWHILL ENGINEERING CODE OF CONDUCT

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<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

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#### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

- Driver's license (Manual)
  - High Risk Licence (Fork Lift LF)
  - Elevated Work Platform (Yellow Card – Scissor Lift)
  - Working at Heights Certification
  - Light or Medium Rigid Truck License
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#### EXPERIENCE

- Surface Treatment applications ie Abrasive Blast & Spray Painting
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