

# Job Description

## Apprentice Metal Fabricator



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>Apprentice Metal Fabricator</b>
Location:		Bowhill, South Australia
Current as of:		September 22
Reports to:		Workshop Team Leaders
Support Person:		Apprentice Team Leader
Direct Reports:		Not applicable
Key Relationships:		Operations Manager, Apprentice Team Leader, Peers, WHSE Coordinator, QA Supervisor

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### Purpose

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- **Together we thrive**
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### Mission

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- **We transform communities & our people, by optimising & building structures that matter**
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### Core Values

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- **Integrity** – We do what we say we are going to do
  - **Collaborative** – We get things done, together
  - **Courageous** – We embrace initiative & innovation
  - **Unity** – We help our clients win
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### Core Competencies

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- **Smarter together** - optimization specialists in large, welded components
  - **Win Before you Start** - cost with certainty
  - **Complexity done excellently** - systems and process, refinement
  - **Committed to Our Community** - strengthen our region
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### Role Purpose:

As an Apprentice Metal Fabricator, you will be responsible for **learning and developing skills** through a **combination of hands-on experience and structured training activities**, to achieve certification to become a Qualified Metal Fabricator via a structured training plan.

You will be organised for the task, with all information at hand, collaborating with the team to ensure productivity, efficiency and innovative solutions are considered. This position is responsible for completion of each job as designated taking every opportunity to learn the trade from other experienced peers.

You have the following key areas of responsibility:

- Production
- People & Culture
- Compliance

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Production</b>	<ul style="list-style-type: none"> <li>Work Together – to develop skills where you can contribute to Boweng projects, even the small contributions mean a big thing.</li> <li>Develop an understanding &amp; work to closely with team to focus on and achieve the best timeframe and cost outcome</li> <li>Develop the ability to read and work with drawings and problem solve as required to ensure products and projects are of the highest standard</li> <li>Challenge yourself daily to become the best tradesperson you can be, fabrication and welding processes continually improve.</li> <li>Be mentally present at Trade School and achieve the best results you can</li> <li>Our team is known for meeting challenges with ease and being the best in their field</li> </ul>	<ul style="list-style-type: none"> <li>Seek clarification and get work checked</li> <li>Set budgets are met (both quality &amp; time)</li> <li>Read the play to avoid potential pitfalls</li> <li>Competent, trade qualified - Keep the end goal in sight!</li> </ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>Be proud – Bowhill Engineering is a great place to work, speak positively and recommend it to others</li> <li>Show pride – maintain safe housekeeping conditions with and around the work area for self and others</li> <li>Protect Your Mates – display and maintain safe working practices to ensure the safety of yourself &amp; others.</li> <li>Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be</li> </ul>	<ul style="list-style-type: none"> <li>Learn best practice from a buddy</li> <li>Work Space neat, tidy &amp; functional</li> <li>Safety of self &amp; others</li> <li>Identification and delivery of continuous improvement initiatives within the team</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Personally check work in progress to ensure finished products meets quality standards required</li> <li>Take action and ensure that all appropriate individual paperwork is completed accurately and on time</li> <li>Take responsibility to ensure individual and team production complies with company quality &amp; safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Apprentice Checklists are utilised</li> <li>Zero defects – what can I do to make the next persons job easier</li> <li>Paperwork filled out 100% every time</li> </ul>

**PRODUCTION 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, ands 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 CODE OF CONDUCT

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<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
<ul style="list-style-type: none"><li>▪ Honesty</li></ul>	<ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>
<ul style="list-style-type: none"><li>▪ Teamwork</li></ul>	<ul style="list-style-type: none"><li>▪ Negativity</li></ul>
<ul style="list-style-type: none"><li>▪ Respect</li></ul>	<ul style="list-style-type: none"><li>▪ Backstabbing</li></ul>
<ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul>	<ul style="list-style-type: none"><li>▪ Intimidation</li></ul>
<ul style="list-style-type: none"><li>▪ Work life balance</li></ul>	<ul style="list-style-type: none"><li>▪ Handballing</li></ul>

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### DESIRABLE REQUIREMENTS

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#### GENERAL

- Genuine interest in the trade
  - Down to earth
  - Regionally or locally based
  - Culture connection – similar team interests
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#### QUALIFICATIONS

- Certificate I or II Engineering OR
  - Examples of practical metal fabrication skills at home
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#### EXPERIENCE

- Current Driver's License (manual)
  - High Risk Forklift license (over 18 years of age)
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