

## Job Description

### Quality Representative – Coating Inspector



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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>Quality Representative – Coating Inspector</b>
Location:		Bowhill, South Australia
Current as of:		Mar-23
Reports to:		Quality Manager
Direct Reports:		Surface Treatment Facility Team Leader
Key Relationships:		Operations Manager, Clients, Suppliers, Contractors, Production Supervisor, Workshop Team Leaders, Project Team, Quality Team

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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 the Quality Rep of Bowhill Engineering you are responsible for the organisation & coordination of all stakeholders involved with Quality Inspections for surface preparation & treatment. The position is responsible for ensuring Quality requirements are met and Final Inspections and sign-off's are undertaken to ensure client acceptance of final product. Focus is given to productivity & opportunities for improvement whilst role modelling the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- Paint Preparation & Coating Inspection
- Quality Control
- Compliance

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Paint Preparation &amp; Coating Inspection</b>	<ul style="list-style-type: none"> <li>▪ Monitor daily quality compliance conducting paint inspection and monitoring paint variables.</li> <li>▪ Knowledgeable in Australian Standards, QA, Paint Preparation &amp; Coating Procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Painting program scheduled &amp; runs to plan with zero downtime</li> <li>▪ Client acceptance of final product</li> </ul>
<b>Quality Control</b>	<ul style="list-style-type: none"> <li>▪ Understanding knowledge of client's specification re surface treatment requirements</li> <li>▪ Creation and continuous improvement of quality processes, documentation &amp; records.</li> <li>▪ Responsible for the quality requirements of the entire surface treatment operation from the initial blasting to painting (Thickness Range, ITP, IR-SP, IR-ST)</li> <li>▪ Detailed knowledge of inspection equipment, inspection technique and acceptance criteria</li> <li>▪ Equipment suitability maintained &amp; calibrated.</li> <li>▪ Selection, suitability &amp; control of materials and paint.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Goods are delivered IFOT with Zero Defects</li> <li>▪ Client Quality specifications are met for all projects.</li> <li>▪ Documentation is up to date, correct &amp; filed appropriately</li> <li>▪ Processes are documented, streamlined &amp; simplified</li> <li>▪ Quality improvements implemented &amp; maintained</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ Technical compliance to TQCSI 3<sup>rd</sup> Party Certification for ISO9001:2015 Quality</li> <li>▪ Technical compliance to SCA 3<sup>rd</sup> Party Certification for AS5131:2016 Structural Steel Fabrication &amp; Erection</li> <li>▪ Compliance to internal Integrated Management System (IMS) especially Safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supports internal &amp; external audits by providing Objective Evidence as required</li> <li>▪ Ensures processes (and changes to processes) follows standardised procedures within Sharepoint</li> </ul>

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### TEAM LEADER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Communication</b>	<ul style="list-style-type: none"><li>Communicates proactively, clearly and effectively with team members, peers and management</li><li>Tailors communication content, channel and style to the audience to increase understanding and acceptance</li><li>Able to provide instructions in a manner that are easily understood</li></ul>
<b>Competent</b>	<ul style="list-style-type: none"><li>Shows a level of intelligence and aptitude in order to learn quickly to get things done</li><li>Is productive and can be relied on to complete any task</li><li>Demonstrates an attitude of being proactive and seeking out solutions to problems</li></ul>
<b>Accountable</b>	<ul style="list-style-type: none"><li>Does what is required and leads by example</li><li>Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively</li><li>Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems</li></ul>
<b>Courageous</b>	<ul style="list-style-type: none"><li>Deals with issues and has 'difficult' conversations early</li><li>Keeps the focus on the issue not the person</li><li>Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>Seeks the input of others to fully understand issues, and takes the time to explore problems</li><li>Explores multiple options and formulates strategies to address problems</li><li>Takes action and sets up systems/procedures to prevent problems recurring</li></ul>
<b>Collaboration</b>	<ul style="list-style-type: none"><li>Manages effective teams to work collaboratively towards common goals</li><li>Works with across the business and with other departments within the business to work through problems</li><li>Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met</li></ul>
<b>Builds High Performing Teams</b>	<ul style="list-style-type: none"><li>Provides timely coaching, practical advice and specific feedback to help others succeed and grow</li><li>Inspires staff at all levels to achieve their best</li><li>Recognizes and rewards performance, celebrates success</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is committed to continuous learning and self-improvement</li><li>Can learn new skills in new and challenging situations</li><li>Learns new information and grasps new concepts quickly and easily and is able to apply them to work</li></ul>

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#### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

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- NACE/AMPP Coating Inspector Level I or Level II
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#### EXPERIENCE

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- Minimum 2 years NACE/AMPP Coating Inspection (CAS Coating Qualification may be considered)
  - 5+ years' experience in structural steel industry
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