Job Description

Material Handler

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.

Position Title:	I	Material Handler
Team:	I	Production
Location:	I	Bowhill, South Australia
Current as of:	I	October 26
Reports to:	I	Production Manager
Team Leader:	I	Workshop Team Leader/s
Direct Reports:	I	-
Key Relationships:	I	Team Leaders, Production, Projects, Quality, Transport providers.

Purpose

- **Together we thrive**

Mission

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

Core Values

- **We do what we say we are going to do**
- **We get things done, together**
- **We work smarter**
- **We help our clients win**

Core Competencies

- **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

Role Purpose:

As the Material Handler team member, you will be responsible for the high productivity of the Boweng team through a seamless transition of goods inwards through to fabrication stage, together with accurate & timely loading of finished/outgoing goods, ensuring minimal damage during the transportation process. This role requires initiative and foresight to ensure the correct goods are at the correct place at the correct time.

You have the following key areas of responsibility:

- Material Handling including Logistics
- Grounds, Stores
- Stock control
- People & Culture
- Compliance

Employee Productivity Target – 70% WR / 30% WU

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIS)
Material Handling, Logistics incl Transport	▪ Loading & Unloading trucks ▪ Administrative record keeping ie cart notes ▪ Incoming Goods Inspection ▪ Challenge yourself daily to improve processes, our team is known for meeting challenges with ease and being the best in their field ▪ Flexible and accessible at all times to team leaders to ensure work flow continues and priorities are maintained ▪ Assist logistic organisation ▪ Lock Up & Security of Company vehicles, Plant & Equipment – secure of all items	▪ Logistics handled efficiently within set budget/timeframe ▪ Visual Inspection of all inwards goods for quality & quantity ▪ Project materials clearly identified ▪ Read the play to avoid potential pitfalls
Grounds, Stores	▪ Yard Organisation – ownership of layout and organisation, systematic approach to storage locations and removal of waste, recycling, refuse waste transfer delivery, etc ▪ Maintenance items are acknowledged and recorded throughout day-to-day activities via recording on Maintenance register & may be allocated to self for prioritisation as time permits ▪ General grounds are free from waste, debris, are orderly and maintained ▪ Store areas are clean, clear and maintained to high orderly standard ▪ Assist workshop tidiness and maintenance ▪ Garden and lawn maintenance	▪ Yard tidy & organised with no waste ▪ MR items logged on the day for action ▪ Store areas clean, clear & orderly
Stock Control	▪ Gas & Fuel monthly review and order generate ▪ Purchase Order Request (PORs) stock are generated for monthly orders	▪ Assistance to orders are placed in advance & stock levels maintained to meet project requirements

People & Culture	▪ Be proud – Bowhill Engineering is a great place to work, speak positively and recommend it to others ▪ Show pride – maintain safe housekeeping conditions with and around the work area for self and others ▪ Protect Your Mates – display and maintain safe working practices to ensure the safety of others ▪ Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be	▪ Work Space neat, tidy & functional ▪ Safety of self & others ▪ Identification and delivery of continuous improvement initiatives within the team
Compliance	▪ Adhere to National Heavy Vehicle Regulation requirements as relevant to role ▪ Ensure lifts and loads are safe and compliant. ▪ Undertake routine service & maintenance checks for grounds & yard ▪ Contribute to company policies & procedures regarding quality & safety standards	▪ Ensure requirements for NHVR, EPA & SafeworkSA maintained ▪ Paperwork filled out in full on time (IFOT)

PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	▪ Demonstrates the ability to handle a broad range of different tasks and assignments ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

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

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- High Risk License (Forklift, Rigging)
- Heavy Vehicle Licence (HR, HC)
- NHVR TLID2004 Load & Unload Goods
- Elevated Work Platform (EWP) Yellow Card
- Working at Heights certification
- White Card
- Drivers License

EXPERIENCE

- Forklift operation