Job Description

STF Trade Assist

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	**STF Trade Assist**
Location:	I	Bowhill, South Australia
Current as of:	I	November 26
Reports to:	I	Surface Treatment Facility Manager
Team Leader	I	STF Team Leader
Direct Reports	I	nil
Key Relationships:	I	General Manager Operations, STF Team, Production Team, Reliability Team, Quality Team

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:

The right person in this role will make themselves indispensable. An entry level position with no previous industry experience required. Keen to learn, quick to adapt, you will undertake a broad range of processes aimed at keeping production scheduling on time with minimal rework. Surface Treatment team support paint & blast processes incl paint prep, P&E operation efficiencies. Plate preparation, material handling, goods inwards & general production & STF support incl Maintenance are some of the duties of this position.

You have the following key areas of responsibility:

- 60% STF & STF Maintenance (WU)
- 30% Production (WR)
- 5% People & Culture (WU)
- 5% Compliance (WR)

Employee Productivity Target – 35% WR / 65% WU

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIS)
STF & STF Maintenance	▪ Assist STF team with surface prep & coat processes, daily preparation requirements, set up, clean up and work to ensure high productivity is maintained by the STF team. ▪ Assist in STF quality requirements completion ▪ P&E start up procedures, maintenance preventative and breakdown is managed with maintenance team. ▪ Assist the drive for maintenance continuous improvement within the STF & business improvement	▪ Increased STF efficiency with team support ▪ Quality Standards are met ▪ Efficient P&E running & maintenance to limit work interruption.
Production	▪ Assist Production & Fabrication Team Members in their daily duties to meet Project requirements & time frames ▪ Cross Functioning – Sheer Stud Application, Metal Surface preparation, Processing, Machining, surface treatment assist as required ▪ Flexibility – in moving to task required at time, accept change of work priorities as requested	▪ Ability to learn new tasks quickly ▪ Flexibility in taking on whatever the team requires
People & Culture	▪ Be proud – Bowhill Engineering is a great place to work, speak positively and be a great representative of our company ▪ Show pride – maintain safe housekeeping conditions with and around the work area for self and others ▪ Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be ▪ Positive Attitude – contribute in a positive manner to our team and projects	▪ Work Space neat, tidy & functional ▪ Gets along well with team mates ▪ Contribute to Continuous Improvement
Compliance	▪ Ensure work is always completed in a safe manner and with consideration of other team members, visitor ▪ Ensure you are adequately trained in Plant & Equipment prior to operation and comply with safe operation procedures and personal protective equipment requirements.	▪ Ensures safety of self and others ▪ Completes paperwork 100% on time ▪ Follows company policies & procedures

	▪ Respect, follow and maintain company policies & procedures for quality & safety standards ▪ Report any incidents, accidents, near miss or safety concerns via WHS Reporting Procedures – demonstrate proactive rather than reactive behaviour towards safety. ▪ Remove & report any damaged P&E from service using tag out system ▪ Take responsibility, inspect work in progress and ensure production meets the quality standard required for each job. ▪ Participate in toolbox, safety audits, Service Instruction Templates and team meetings as required	

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
Skilful	▪ 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

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)
- Elevated Work Platform (EWP) Yellow Card
- White Card
- Drivers Licence

EXPERIENCE

- Forklift operation
- Scissor Lift operation