



KLEINT
INDUSTRIES PTY LTD

we manufacture quality

Position Description

Mechanical Tradesperson - Fitter

Department:	Operations	Name of Incumbent:
Location:	Workshop	Date of Issue:
Reporting to:	Workshop Supervisor	Employment Status:
Approved by:	Company Director	Purchasing Authority:
Direct Reports:		

ORGANISATIONAL CONTEXT

Kleint Industries Pty Ltd is an engineering organisation delivering project management services from conceptual design through to fabrication, construction and commissioning across maintenance, civil and mineral drilling works throughout the transport industry, agricultural and resources sectors.

The company embraces a workplace culture that respects all employees and management as equal partners in its success. For this to occur employees must be provided with opportunities and regard for open and honest communications in an environment that is equitable and supportive.

ORGANISATION CORE VALUES

- **People Concern:** The Company recognises that our employees are our greatest asset; we value their contribution and do everything possible to ensure their health and safety and overall wellbeing at all times.
- **Teamwork:** We recognise the importance of maintaining a stable work environment in which employees work constructively together in a spirit of teamwork, trust and loyalty.
- **Continuous Improvement:** We encourage our employees to be innovative and on the lookout for new ideas and initiatives that can improve our operation.
- **Developing our People:** We are a learning organisation, encouraging lifelong learning for ourselves individually and the organisation as a whole. In this way the organisation is better equipped with knowledge and skills to continue to be successful and face the challenges that lay ahead.
- **Solutions Focussed:** We value solutions, rather than focussing on problems and encourage employees at all levels to put forward their suggestions and ideas.
- **Recognition & Reward:** We value the contribution of our people. We will go out of our way to make sure they are rewarded accordingly. Furthermore the Company takes seriously the initiatives and ideas generated from within our organisation and strives to recognise those people where possible.

POSITION OBJECTIVE

The position of Mechanical Tradesperson - Fitter is to demonstrate consistently high standards in technical proficiency and sound working knowledge of manufacturing, constructing, fitting and assembling parts made from metal and other materials to make mechanical systems.

This position must work closely with all workshop team members, in conditions that can be noisy, hot and dusty, whilst maintaining a focus on the urgency to complete the assigned tasks within the projected time frame, ensuring a safe environment and quality workmanship is not compromised.

The Mechanical Tradesperson - Fitter must also ensure they perform all works safely in accordance with the:

- The Company Safety & Health Management System (SHMS).
- The Company Policies & Procedures.
- The Company Standard Operating Procedures (SOPs) and Safe Work Procedures (SWPs).
- The Company production schedule.
- Manufacturers operating guidelines.
- Industry best operating practices.

KEY RESPONSIBILITIES

Safety

- Comply with all directions, procedures, processes and manufacturer's instructions.
- Participate where required in the development and review of SOPs, SWPs, Job Safety Analysis (JSAs) and Risk Assessments.
- To understand you have the right to challenge any decision, if deemed to be unsafe practices.
- To work in a safe and professional manner, and to not jeopardize the safety of yourself, or others working in the same environment.
- Identify and control hazards and report same to supervisor where appropriate.
- Familiarise with Material Safety Data Sheets (MSDS) Register and follow procedures in relation to same at all times.
- Familiarise with the Company SHMS.

Production

- Comply with all instructions and directions given by Workshop Supervisors.
- Assist the workshop team to reach targets by undertaking all allocated tasks in a timely and efficient manner.
- Regularly communicate with other workshop staff regarding timelines for fabrication works.
- Identify possible opportunities that may improve operations and report those to their supervisor.
- Complete all required quality assurance documentation in a timely and efficient manner.

Machine Care

- Demonstrate individual care for plant and equipment when performing duties in accordance with the Company Vehicles & Machinery Policy and associated documentation.
- Encourage other team members to show due care and attention of plant and equipment.

Operating Area / House Keeping

- Ensure all workshop areas are safe and free from clutter.
- Ensure all safety requirements are adhered to when entering or working in the workshop area.
- Dispose of all contaminated waste according to the Company environmental/ waste management plan.

Statutory Obligations

- Comply with relevant legislation applicable to your area of trade.

Conduct & Standards

- Recognise that the rostered hours are actual work hours therefore presentation for work prior to the shift commencement time to ensure 'work readiness' (i.e. all work clothing and PPE is worn, tools, equipment and work station is in a state of readiness).
- Ensure at completion of each shift that workstation is clean and tidy, all tools are returned to tool store and/or locked away, job card is completed accurately and submitted to the Workshop Supervisor and personal clean up/ hygiene is done.
- Conduct at all times with respect, courtesy and good manners, as per the Company code of ethics/ conduct.

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Please note:

From time to time you may be seconded to another operational area or project, where you possess competencies, skills or experience specific to the function you will be performing. This may include changing shifts/rosters e.g. night work or site work. There will be a consultative approach to changes or secondments.

REQUIREMENTS OF THE POSITION

The requirements of this position are to include, but not limited to the following:

General

- Comply with all instructions and directions given by Workshop Supervisors.
- When not conducting primary role, undertake other tasks that are in line with your skills and knowledge as directed by the Workshop Supervisor (i.e. housekeeping, general workshop duties).
- Provide technical and analytical expertise in the Fitting processes which comply to Australian and Industry Standards
- Examine detailed drawings and/or specifications, analysing the materials and equipment required for a particular job
- Set up and/or operate hand and machine tools, welding equipment and/or computer numerically controlled machines (CNC) necessary to complete task
- Weld in flat, horizontal, vertical, or overhead position using MIG, TIG, MWAC processes
- Assemble and/or fit parts and structures by lining up and joining them by welding, bolting and/or riveting
- Operate a variety of machines safely, that enable the production of parts, as per the SOP and SWP of the Company
- Use lifting equipment safely to assist with tasks or to minimise the risks to self or others
- Comply with, or participating in the creation of JSA's, SWP's or any other related safety documentation
- Ensure that all aspects including timeline, budget and quality workmanship are completed in a timely and professional manner
- Check accuracy and quality of finished product to ensure it meets the detailed design and/or its purpose
- Work closely with other team members to ensure the integrity of the project is not compromised
- Comply with company policies and procedures
- Maintain all plant and equipment in good working order where required and report all defects to the Workshop Supervisor
- Ensure all power tools, lifting gear, is "in test and in date" before use and report all defects to the Workshop Supervisor

Qualification and Experience

- Trade qualification in Mechanical Fitting or equivalent discipline
- Demonstrated experience in working as part of a team
- Good time management skills and the ability to work unsupervised and to deadlines
- Experienced in producing quality workmanship in the preparation and fitting of allocated tasks

Skills

- Well developed verbal and written communication skills.
- Well developed problem solving skills.
- Well developed mechanical skills, enabling you to understand which tools to use and how they should be used Skilled in hazard identification and responsive to safety issues.
- Ability to work in a "team environment", and not as an individual.

Knowledge

- Thorough understanding of individual responsibilities in relation to relevant legislation applicable to your area of trade
- Adequate knowledge of system structures and how to troubleshoot systems by utilising the knowledge of how the system was designed to perform.

Personal Attributes

- Refer to The Company Code of Conduct/ Ethics.

Training

- Training will be provided where a need is identified or recommended by your Supervisor and/or Workshop Manager. Training may include other work related activities (e.g. forklift, overhead crane, plasma cutter, plate bender).

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EMPLOYEE'S CONSENT

I have read, understood and accepted the responsibilities of the Mechanical Tradesperson – Fitter position at Kleint Industries Pty Ltd and agree to the terms and conditions of employment.

Employee's signature:

Date:/...../.....

Company Director signature:

Date:/...../.....

☐ Signed copy of position description forwarded to head office

Date:/...../.....