

Position Description

Part 1: Position Description			
Position Title:	Boilermaker	Assigned Manager:	Paul Saint
Location:	Townsville	Functional Manager:	Workshop Foreman
Status:	Casual	Department:	Fabrication
Date Created:	13/01/2020		
Part 2: Role Purpose			
<p>(a) Undertake engineering trade works in accordance with the direction provided by the Workshop Foreman.</p> <p>(b) Subject to direction of the Workshop Foreman, prioritises daily tasks in order of importance and efficiency.</p> <p>(c) Maintain equipment in fit for purpose state by completing all pre-start requirements and when necessary calling for repairs.</p> <p>(d) Performs a variety of boiler making activities including fabricating, welding, grinding and cutting.</p>			
Part 3: Key Responsibilities			
<ul style="list-style-type: none">• Ensure compliance with Company policies and procedures.• Demonstrate leadership regarding safety and health compliance.• Maintains safe operations of equipment by adhering to safety procedures and equipment manufacturer's instructions.• At all times, adopt proper manual handling technics.• Review and interpret engineering drawings, plans, material specifications and understand dimensions and tolerances.• Maintain machines, equipment, tools and clean working area.• Maintain positive and proactive working relationships with all Parties nominated in Parts 4 and 5 below.• Maintain timely and accurate record keeping.• Within limitations of your authority, identify and act on improvement opportunities.• If authorised and competent to do so, operate and use workshop plant, equipment, overhead gantry cranes and forklifts for the purpose they are intended for.			
Part 4: Internal Relationships			
<ul style="list-style-type: none">• Team Members (Peers)• Workshop Foreman• Office Administrator			
Part 5: External Relationships			
<ul style="list-style-type: none">• Clients/Customers• Service Providers			
Part 6: Authority Levels			
As per Mineforce Authorities Matrix (MF-G-IMS-020)			
Part 7: Qualifications			
<ul style="list-style-type: none">• Certificate III in Engineering (Trade Certificate).• A current Queensland drivers licence is essential.			
Part 8: Knowledge, Experience and Skills			
<ul style="list-style-type: none">• Ability to properly read and interpret technical drawings and specifications.• Operation Monitoring - watching gauges, dials, or other indicators to make sure a machine is working properly.• Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.			
Part 9: Personal Competencies and Attributes			
<ul style="list-style-type: none">• Maintain clear and honest communication always.			

- Abide with the basic principles detailed in the Mineforce Code of Conduct policy.
- High degree of self-motivation with ability to work unsupervised.
- Be open about reporting mistakes and deal justly with colleagues when mistakes are made.
- Be highly organised and manage time efficiently.
- Ability to work as a team member and within a project team environment.
- Active Listening - give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Judgment and Decision Making - consider the relative costs and benefits of potential actions to choose the most appropriate one.

Part 10: Physical Demands

Involves use of protective items such as safety shoes, safety glasses, gloves and hearing protection.
 Use of hands to handle, control, or feel objects, tools, or controls.
 Lifting, carrying, pushing or pulling of objects or things (Manual Handling).
 Working with hot surfaces.
 Standing for extended periods of time.
 Repetitious movements.

Part 11: Sign Off

I acknowledge receipt of this position description and accept the duties outlined within it.

Employee Name	Signature	Date
Manager Name	Signature	Date