

# Job Description

Position Details			
<b>Title</b>	Fabricator / Welder	<b>Position #</b>	S10603
<b>Grade</b>	8	<b>Band/Level</b>	2/2
<b>Directorate</b>	City Services	<b>Department</b>	Commercial Services
<b>Team</b>	Mechanical & Fleet Services	<b>Location</b>	Southern Works Depot
<b>Status/Type</b>	Permanent Full Time	<b>Hours</b>	38
<b>Reports to</b>	Team Supervisor - Southern Mechanics	<b>Supervisor Position #</b>	S10164
<b># of Direct Reports</b>	Nil	<b># of Indirect Reports</b>	Nil
<b>Applicable Allowances</b>	L1 Adverse Working Conditions	<b>Vehicle - Operational or Leaseback (discretionary benefit)</b>	Nil

## Primary Purpose of the Position

Assist in ensuring Council is able to maintain the provision of services by providing multi skilled technical knowledge and experience to diagnose, repair and maintain Council's assets in accordance with maintenance schedules, customer's service level requirements and appropriate safety and quality standards.

## Selection Criteria

### *Essential Qualifications, Licences and Experience*

- Trade certificate
- Current NSW Workcover Construction Induction Certificate (Whitecard)
- Minimum 4 years experience, inclusive of apprenticeship experience.
- Current Class C Driver's Licence
- Proof of Australian residency or citizenship, or authority to work in Australia (visa)

### *Essential Team Work and Customer Service Skills*

- Ability to consult, share information and work collaboratively.
- Ability to demonstrate customer service values

### *Essential Technical Skills*

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.
- Demonstrated general mechanical and fitting knowledge.

### *Other*

- Must be medically fit to work in confined spaces.
- Demonstrated ability to work in isolated locations without supervision.
- Demonstrated ability to source parts and materials required for completion of jobs.
- Demonstrated ability to prepare quotes in accordance with customer needs.

### *Desirable Criteria*

- Dual trade certificate – Fitter/Machinist, Mechanical, Metal Fabrication/Welding or similar
- An understanding of the local government environment.
- Demonstrated experience in sheet metal work.
- Demonstrated experience in bodybuilding.
- Demonstrated experience in stainless steel & aluminium fabrication and welding.
- Demonstrated experience in stainless steel fabrication and welding.
- Demonstrated basic computer literacy.
- Confined spaces Certificate.
- Current NSW Workcover First Aid Certificate.
- Forklift licence.
- Completed Working at Heights Training
- Current MR licence

## **Principle Duties and Responsibilities**

### *Role Specific Duties and Responsibilities*

- On behalf of customers applies skills and knowledge to independently assess problems and provide solutions, in addition to working within procedural and policy limitations to determine the way in which work should be done or in the delegation of work.
- Typical judgments may require variation of work priorities and approaches and negotiation with the customer or asset owner. Unsupervised on-site decisions required, including the need to call on resources from other Groups within Council or the private sector, to ensure health and safety of staff and community is protected, and to ensure adherence to procedural, policy and legislative requirements, for example WHS, environment protection.
- At times is required to direct other tradespersons, staff (eg apprentices), and contractors in a work context.
- Significant planning on the job, planning of major shut downs, communication and negotiation with customers and asset owners, ordering of parts and materials needed to completed the task within budget, efficiently and safely with all parties concerned.
- Work independently within predetermined budget limitations set by the customer.
- Ensure compliance with the Service Agreements both within council and with external customers, including the preparation, refinement and control of maintenance schedules.
- Fabricate, maintain and repair Council assets including steel water mains, steel and aluminium on water and sewerage installations, truck bodies, playground equipment, parks and street equipment, lids, rails and ladders.
- Carry out welding of mild steel and alloys using specialised equipment such as mig, tig, mma, oxy acet and plasma processes.

- Undertake on-site installation and maintenance of water and sewerage plant and equipment.
- Carry out the on-site measure and design of plant and equipment and specialised items for customer's requirements through research and development.
- Carry out confined spaces entry in accordance with WorkCover requirements.
- Source and order parts and supplies as required.
- Supervise and train apprentices and trade assistants.
- Demonstrate a high commitment to quality performance in all work performed to support Council's goal of achieving continued improvement.
- Ensure licences/certificates are current and knowledge of relevant legislation and trends are kept up to date.
- Ensure work records (eg Job Cost, timesheets, plant sheets) and recording of information is timely and accurate and is in accordance with the directions of the Workshop Manager and Council policy and procedure.

### Delegations

This position has delegation from the CEO to enact legislative or policy provisions.

- The Financial Delegations of the position are:
  - Purchase order limit: Nil
  - Total expenditure control: Nil

### **Overall Corporate Responsibilities**

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council's Core Organisational Values - **Respect, Integrity, Adaptability & Collaboration.**
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council's Records Management Policies; ensure that all appropriate records are captured into Council's recordkeeping system efficiently and effectively.
- Demonstrate a strong customer focus which is responsive, courteous, accurate and professional.

**Other Information****Award / Agreement**

Local Government (State) Award

**Span of Hours**

6:00am to 6:00pm

**Spread of Hours**

Monday to Sunday

**Arrangement of Hours**

35 hours within one week provided that at least two days off shall be granted

**Pre-Employment Requirements**

<b>WWCC Required Y/N:</b>	N	<b>Police Check Y/N:</b>	N
<b>Pre-employment medical category:</b>	CAT1 – High Risk	<b>Qualification Check Y/N:</b>	Y

**Date last reviewed:**

*\*\*This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency.*

*Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.*