

JOB DESCRIPTION – SHEET METAL ENGINEER

Responsible to: Workshop Foreman

Hours of work:

Monday to Friday: 7:30am to 4:00pm, hours may vary with customer demand or as agreed with the principal officer

½ hour lunch break and 15 minute morning and afternoon tea break.

General Duties:

- You must be ready to start work at agreed time.
- Assist with opening and preparing the workshop for work including opening doors, turning on lights when required, moving items (forklift, boats etc) as required to provide a safe open work area, turn on compressor.
- Ensure you have a job to do, otherwise ask foreman if you require one.
- Carry out any reasonable instructions given by foreman or manager.
- Ensure you understand FULLY what the job entails e.g materials, fastenings, critical measurements, end use, quality of work required, expected time to complete. IF YOU ARE IN DOUBT it is your responsibility to ask questions.
- Complete all jobs in a safe, tradesman like manner. Remember someone is paying for the product you are making.
- Follow any specific instructions that the foreman or manager has given as to the way the job is to be done. Suggestions are welcomed.
- Complete the job using the tools and equipment in an appropriate and safe manner. This means so as not to do any damage to the tools, equipment or endanger yourself or anyone else.
- Report any damage or faults in the workshop, e.g. equipment, hazards to the workshop foreman or manager.
- Keep the foreman aware of any critical stock. Eg materials, gas bottles, fastening and consumables etc.
- Complete job cards as per the Job Card Procedure.
- Read, understand and adhere to the Health and Safety Policy.
- Conduct yourself at all times in accordance to the House Rules.
- Assist with the closing of the workshop at the close of work each day.
- Tidy any mess you have made during the day as you finish each job and at days end if necessary.
- Put away any equipment you have used.
- Close doors, check equipment turned off (electrical, gas and air compressor), turn off lights, lock gates.
- To be prepared to take smoko and lunch breaks at other than the normal times if customers needs require.
- To make himself available for regular staff meetings as required by management.

Targets:

- To complete tasks to appropriate standards for the job.
- To complete jobs within allocated hours
- To strive to ensure the customer is satisfied.
- To maintain harmonious workshop.