

POSITION DESCRIPTION

Role Title:	Apprentice Fitter	Reports To:	Maintenance Manager
Function:	Engineering / Maintenance / Fabrications	Direct Reports:	0
Home Site:	Colac	Travel Required:	Anticipate Local Travel
Position Type:	Full Time Apprenticeship	Salary Indicator:	\$
Role Purpose / Objective:	<p>Australian Lamb Company Colac, Minerva Foods Colac is located two hours from Melbourne, in south-west Victoria, Australia, and is only 40 minutes from the Great Ocean Road and Surf Coast. The population of Colac is about 12,000 and the city is serviced by numerous primary and secondary schools, a hospital, newly redeveloped medical and aged care services, a daily train link from Melbourne to Warrnambool and exceptional sporting facilities, all located at the foothills of the beautiful Otway Ranges.</p> <p>POSITION OVERVIEW</p> <p>The Apprentice Fitter supports the mechanical maintenance and repair team by undertaking hands-on training to develop the skills and knowledge required to become a qualified Fitter. Under supervision, the apprentice will gain practical experience in machining, fitting, welding, hydraulics, and pneumatics. The role contributes to maintaining equipment and ensuring workshop standards while learning to apply technical drawings, safety protocols, and analytical thinking in real work scenarios.</p>		
KEY DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Learn and apply mechanical fitting skills in a workshop environment • Operate and train on machining tools such as lathes and mills • Learn basic hydraulic and pneumatic systems and their applications • Read and interpret technical drawings and create drawings • Develop basic welding techniques to support fitting tasks • Strengthen analytical and problem-solving skills through practical tasks • Assist in performing preventative maintenance on machinery and equipment • Maintain accurate records of maintenance and fitting activities • Follow all workplace health and safety policies and procedures • Keep the workshop and work areas clean and orderly • Participate in overtime when reasonably required • Ensure all tasks meet company safety and quality standards 			
ROLE AUTHORITIES			
Working under the supervision of the Maintenance Manager and Shift Supervisor and/or as otherwise directed.			
PIVOTAL (NON-REPORTING) ROLE RELATIONSHIPS			
<ul style="list-style-type: none"> • Qualified Fitters • Maintenance Team • Contractors and other tradespeople • Department Managers • Operations Management 			

Key Performance Indicators

- **Accuracy and Quality of Fitting and Machining Work**
Demonstrated skill development in fitting & machining techniques through assessments or supervisor feedback.
- **Safe Work Practices and WHS Compliance**
Adherence to all WHS procedures with zero preventable incidents or safety breaches.
- **Progression in Apprenticeship Training and Competency**
- Completion of apprenticeship modules and on-the-job learning milestones within required timeframes.
- **Workshop and Tool Maintenance**
Maintains a clean, safe, and organised workspace; uses tools and equipment appropriately.
- **Quality of Fabrication Work**
Tasks completed meet company quality standards with minimal rework required.
- **Attendance and Reliability**
Consistent attendance and punctuality, demonstrating reliability and work ethic.

SELECTION CRITERIA

The successful applicant will have / demonstrate the following.

Essential:

- Willingness to learn mechanical fitting and machining
- Strong commitment to safety and workshop procedures
- Ability to follow instructions and communicate effectively
- Reliable, punctual, and motivated to work in a team environment

Desirable:

- Basic understanding of mechanical or hydraulic systems
- Previous exposure to tools or workshop environments (school, TAFE, or personal experience)

AGREEMENT

I have read and understood this position description and in signing this document agree that I can fulfill all the requirements of the position prescribed in this document.

EMPLOYEE		MANAGER	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	