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| **Engineering – Mechanical** **Position Description** |
| **Purpose**Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.  |
| **Employee Name: TBC** | **Date PD Issued: 28/08/23** |
| **Position: Engineering – Mechanical Apprenticeship (Fitter & Turning)**  |
| **Host Employer: FDPI Warrnambool**  | **Supervisor:** |
| **Host Employer Address: 15 Rooney’s Road Warrnambool VIC 3280** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes** |
| **Duties of Position:**Mechanical Engineering Tradespersons carry out a range of mechanical work on Machines, Sub-assemblies and Manufactured parts using a range of processes, tools and machines. This industry has a number of traditional occupations being rolled into a single occupation. This provides a mix of skills across a number of occupations as well as developing specific skills for a business. The traditional occupations now covered by ***Engineering Tradesperson – Mechanical*** are:* FITTER
* METAL MACHINIST
* TOOLMAKER
* LOCKSMITH
* GUNSMITH
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| **Tasks Involved:****FITTERS**Fitters fit and assemble parts and sub-assemblies made from metal and other materials to make production machinery and other equipment. The work of fitters can be divided into three main areas:* Maintaining & repairing machines
* Mark the shape and dimensions of a part to be machined by studying blueprints and using measuring instruments
* Assemble and fit machined parts using drill holes and tap threads, if necessary, for bolting parts together
* Check tightness of joints and operation of moving parts, and file or chisel parts to make final adjustments if the fit is not perfect
* Cut, thread, bend and install hydraulic and pneumatic pipes and lines
* Clean and lubricate assembled articles
* Shrink-fit parts during assembly, using oxy-acetylene torches and presses, dry ice and carbon dioxide freezing
* Manufacture, repair and fault-find hydraulic and pneumatic equipment
* Operate powered machines which may be manually or computer controlled
* Erect machinery and equipment on site
* Inspect machinery regularly and make any adjustments or repairs needed, by removing any worn or damaged parts to install replacements, by sending a damaged part to the machine shop for repair or by doing the repair work themselves

**METAL MACHINIST**Metal Machinists set up and operate tools to cut, shape and form metal stock and castings to exact sizes, using detailed drawings, CAD systems and specifications. They machine metal components from single to complex form. Metal machinists may make machines and equipment that are used to produce goods such as food, clothes, steel and cars. They may work in machine shops with other metal workers such as FITTERS. **Metal Machinists may perform the following tasks:*** Study blueprints, drawings and specifications to decided which machines and cutting tools are needed and the order in which they are to be used
* Mark guidelines for machining on the metal part
* Select cutting tools and speed, pressure and depth of cuts
* Adjust guides to ensure stock is positioned correctly
* Operate machine tools to make articles by turning, boring, milling, planning, shaping, slotting, grinding or drilling metal stock
* Control the flow of lubricating fluid onto cutting tool edges or surfaces
* Check product sizes and change tools to readjust settings
* Clean and lubricate machine tools
* Set up and operate automatic or computer controlled machine tools, and program them
* Apply a knowledge of computer-aided drafting for CAD/CAM processes

Check product outcome on computerised measuring equipment |
| **Work Conditions:**Mechanical engineering tradespersons work in workshops or production areas that can be noisy, hot and dusty. They usually spend most of their day standing and often need to bend, crouch or climb. Some may be required to work in confined spaces or at heights, and many work shifts. They may work in a team or alone. Mechanical engineering tradespersons must be aware of safety regulations and must wear supplied protective equipment to minimise heat and noise levels, and guard against corrosive chemicals. |
| **Personal Requirements:*** Enjoy technical activities
* Physically fit
* Strength to handle materials, tools and machines
* Good hand-eye coordination
* Able to work in a team
* Required for interstate and country Victoria work
* Patience
* Accuracy
* No skin or breathing allergies
* Safety Conscious
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| **Key Selection Criteria:** |
| **Qualifications and Licenses Required:**Nil |
| **Workplace Health and Safety:*** Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
* Correctly wear and maintain items of personal protective clothing and equipment that are provided
* Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

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| **Additional Information*** **Hours Per Week :** 40 with accrual of RDO’s every 4 weeks
* **Days per Week:** Monday to Friday with weekend and call out work required on a regular basis along with interstate and country Victoria work
* **Award / Agreement:** Manufacturing & Associated Industries & Occupations Award 2020
* **Superannuation:** 11%
* **Commencement Hourly Rate:** TBC
* **Allowances:** Tool allowance per week applicable
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| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File**  |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_