

## AEN 6.2.5.1 Engineering (Fabrication)

### Engineering – Fabrication

#### 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:** 08/11/2023

**Position:** Certificate III in Engineering – Fabrication Trade

**Host Employer:** Lyness Steel Fabricators

**Supervisor:** Shaun Lyness

**Host Employer Address:** 600 Princes Hwy, Colac West VIC 3249

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Rochelle Garlick 0409 605 678

**Duties of Position:**

Fabrication engineering tradespersons cut, shape, join and finish metal to make, maintain or repair metal products and structures. They may produce moulds or patterns for metal castings, apply coatings and work with a variety of materials.

**Tasks Involved:**

- Position and hold metal stock or products to enable work to be carried out
- Perform assembly and dismantling operations, such as screwing or bolting
- Solder or spot weld components using electrical spot or butt welding machines
- Operate power hammers, presses or other cutting and shaping tools and machines
- Transport tools, materials and work pieces to and from sites or workbenches
- Hand tools to tradespersons and hold tools not immediately required
- Clean and prepare working surfaces
- Examine detailed drawings or specifications to find out job, material and equipment requirements
- Cut, roll, shape, bend, mould, spin, heat or hammer metal products to fabricate parts or sub-assemblies
- Heat treat metal parts and components
- Set up and/or operate hand and machine tools, welding equipment or computer numerically controlled (CNC) machines
- Assemble parts and structures by lining up and joining them by welding, bolting or riveting

**Personal Requirements:**

- Enjoy technical activities
- Physically fit
- Strength to handle materials, tools and machines
- Good hand-eye coordination
- Able to work in a team
- Able to work independently
- Patience
- Accuracy
- No skin or breathing allergies
- Safety Conscious

**Qualifications and Licences Required:**

Drivers Licence

**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.

**Additional Information:**

- **Hours Per Week:** 38
- **Days per Week:** Monday to Friday
- **Award / Agreement:** Manufacturing & Associated Industries & Occupations Award 2020
- **Superannuation:** 11%
- **Commencement Hourly Rate:** As per Award
- **Allowances:** As per Award

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 \_\_\_\_/\_\_\_\_/\_\_\_\_