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| **1. POSITION DETAILS:**  |
| **Position Title:** | Boilermaker  |
| **Reports to:** | Supervisor |
| **Division:** | Operations  |
| **Function:** | Site Based |
| **Prepared / Revised on:** | May 2022 |

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| **2. POSITION SUMMARY:**  |
| To provide an effective and efficient outcome for fabrication and welding repairs and maintenance of equipment and machinery. Follow all Safety procedures to ensure the safety of yourself, crew members & the environment. |

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| **3. POSITION AUTHORITIES:** |
| **Number of Staff Supervised:** | **Direct Reports:** | Nil |
| **Total:** | Nil |
|  | **Financial Data:** | NA |

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| **4. KEY ACCOUNTABILITIES** |
| **Key Tasks** | **Objectives/Means** |
| **Heath, Safety, Environment & Quality**  | * Communicate openly and honestly with team members, FMS and client representatives
* Ensure fitness for work
* Compliance with legislation, codes of practice, standards
* Be familiar and comply with the client site Safety Management System
* Actively participate in HSEQ discussions, toolbox and other meetings.
* Raise HSEQ issues as soon as practicable, and immediately in the instance of unsafe conditions or incidents
* Actively participate in HSEQ induction, training and awareness sessions
* Actively participate in risk assessment (eg. JSEA, Take 5/SLAM, etc)
* Ensuring compliance with Customer issued Procedures, Work Instructions, Permits, etc
* Work safely within team and promote safe behaviours
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| **Job Specific**  | * Adhere to, consistently behave within and uphold ‘Our Choices’.
* Ensure work performed is carried out in accordance with Company & Client standards.
* Maintain appropriate documentation, in accordance with Company/Client and legislative requirements e.g. JSEA forms, SLAM, task lists.
* Ensure all work is performed safely (including equipment and tools used) in compliance with company/client and legislative requirements.
* Provide appropriate controls for material and physical security on site.
* Implement and maintain appropriate environmental controls.
* Delivery of hands on trade services:
	+ Competence to read drawings & specifications to determine job, materials & equipment requirements
	+ Welding following a Workplace procedure according to customer specifications
	+ Cleaning & smoothing welds by filing, chiselling & grinding
	+ Examining welds for width of bead, penetration & precision
	+ Joining metal sections using various welding techniques, bolting & riveting
	+ Aligning parts to be joined using hand tools and measuring instruments
	+ Welding line 1 and 2 transitions aluminium welding and mild steel
	+ Drives/Operates forklifts at safe speed
	+ Operate over head cranes safely
	+ Slings Loads and communicates with crane operator using hand signals
	+ Welding using AC, argon gas fed machine, GMAW aluminium welding on transition to stem
* Required to hand in paperwork completed and correct daily.
* Required to report any incidents or problems to Supervisor immediately.
* Required to follow Work Orders & SOPs
* Ensure all PPE and uniforms worn correctly & kept to a clean standard.
* Ensure housekeeping is always to a high standard.
* Required to maintain vehicles, operate in a safe manner at all time & follow Company policy requirements.
* Provide mentoring, training, and support to apprentices
* Ensure tasks allocated by Shift Coordinators are carried out in an efficient and timely manner
* Other Boilermaker work as required.
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| **Teamwork** | * Contribute to a co-operative environment within the team.
* Communicate honestly and openly on performance / compliance related issues and expectations;
* Develop your skills and knowledge to improve flexibility and coverage within the Company;
* Back up and/or offer support where needed from time to time;
* Regularly communicate with employees / peers on any Safety matters.
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| **5. KEY PERFORMANCE INDICATORS**  |
| **KEY TASKS** | **KEY PERFORMANCE INDICATORS** |
| Safety | Incident reporting to client < 30 minutes from time of incident  |
| Safety | Incident reporting to company < 1 hour from time of incident |
| Safety | 100% attendance for all HSEQ discussions – such as Toolbox Talks  |
| Safety | 100% completion of required Risk Assessment (such as Take 5/SLAM, JSEA etc) for each task completed.  |
| Safety | Arrive ‘Fit For Work’ at commencement of each shift  |
| Training | 100% attendance & successful completion of training required for position as requested by Client or Company  |

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| **6. OUR CHOICES**  |
| **First in Safety** | We choose to be safe in everything we do. |
| **Mates in the Workplace** | Everything we do, we do together, we look out for each other  |
| **Supporting Work/Life Balance** | We put our best foot forward at work, to enjoy our family, friends, and the community in which we live & support |
| **Group Success is Built on Employee Commitment** | We take ownership of our work and quality and strive for excellence |

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| **7. COMMUNICATIONS & WORKING RELATIONSHIPS:** |
| **Internal:** * Directors and Division Managers
* Team Members

**External:** * Clients
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| **8. TRAINING & EXPERIENCE REQUIREMENTS**  |
| **QUALIFICATIONS**  |
| **Essential**:* Relevant Trade qualifications – Certificate III
* Class C Drivers Licence
* Coal Board Medical
* Standard 11 SOA
* RII – Working at Heights
* RII – Confined Space
 | **Desired**:* Class LR, MR or HR Drivers Licence
* Glencore Generic Induction
* RII – Forklift, Conduct Lifting Operations, Dogging, EWP, Gantry or Overhead Crane
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| **EXPERIENCE** |
| **Essential**:* Strong Safety Focus
* Minimum of two years’ experience working in the mining and heavy earthmoving industry
* Strong work ethic
 | **Desired**:* Ability to work in a team with varying levels of supervision
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| **9. COMPETENCIES:** |
| **Behavioral Competencies** | **1.    Developing** | **2. Demonstrates** | **3. Coaches** | **4.             4. Leads** | **5.    Expert** |
| Reliability |  | ✓ |  |  |  |
| Delegating |  | ✓ |  |  |  |
| Planning & Organising |  | ✓ |  |  |  |
| Attention to Detail |  | ✓ |  |  |  |
| Flexibility and Adaptability |  | ✓ |  |  |  |
| Collaboration |  | ✓ |  |  |  |