



Job & Person Description

Position Title	Maintenance Fitter
Award	Manufacturing & Associated Industries & Occupation Award 2010
Classification	C10
Position incumbent	
Reports to	Maintenance Supervisor

General

South East Pine Sales operates a sawmilling operation in the South East of South Australia. We convert logs into timber products for the garden building, renovation and case markets.

Position Description

Description of Role

Working closely with mill management and reporting to the maintenance supervisor, the maintenance fitter will safely perform both planned and breakdown maintenance activities, installations of plant, maintain records, problem solve and machine set ups. The role contributes to the efficient running of the site through ensuring that all day to day maintenance of the mill and associated plant, machinery and equipment is carried out.

Primary Duties

Under the direction of the Maintenance Supervisor the Maintenance Fitter will;

- Perform scheduled routine maintenance on plant, machinery & equipment
- Undertake daily inspections and liaise with operators
- Diagnose and repair breakdowns to plant, machinery and equipment
- Overhaul and repair plant, machinery & equipment
 - Dismantle machinery, plant and equipment
 - Analyse components for wear
 - Replace / repair components
 - Reassemble and recommission
- Operate the preventative maintenance system and initiate preventative maintenance on new plant, machinery and equipment
- Initiate and follow through ordering of spare parts, workshop stock and lubrications
- Position, install and commission new plant, machinery and equipment
- Identify and suggest areas of improvement

Work Health Safety Obligations

- Follow Isolation Procedures

- Workplace is maintained in a well organized neat and tidy state where everything has a place and is kept in its place
- Perform duties in a safe manner ensuring adherence to South East Pine Sales Work Health and Safety requirements
- All identified hazards, injuries and near misses are reported and assessed for risk, and that appropriate control measures are put in place as required
- Assist with hazard identification and control measures audits, the development of procedures and work instructions

Certificates, Licences and Registrations

- A fitting qualification with further welding, metal fabrication and a limited electrical licence is highly desired for this position

Person Specifications

Essential Requirements

- Self starting and able to work with limited supervision
- A wide understanding of engineering processes, mechanisms and machine operations
- Extensive knowledge of hydraulic and pneumatic systems
- Good analytical, diagnostic and hands-on practical skills.
- Ability to work from engineering drawings and/or service manuals.
- Has good numeracy and literacy skills
- Good hand / eye coordination
- Ability to work under tight time frames to achieve goals, forward plan and prioritise activities
- Good level of fitness
- Demonstrated ability to identify hazards, assess risks, select and implement appropriate controls
- Is reliable and dependable with a positive attitude, taking responsibility for own actions
- Demonstrates willingness to cooperate with others
- Takes a keen interest in his / her role within South East Pine Sales
- Seeks to take on added responsibility
- Available for work outside normal working hours

I have received a copy of, read and understood the Position Description and the Person Specifications, and acknowledge that it reflects my agreed roles and responsibilities with South East Pine Sales.

Signed _____ Witness _____

Date ____/____/____ Date ____/____/____

Created	Updated	Due for review	Version	File Path
12/03/2015	17/07/2017	17/07/2018	3	S:\Shared Files\Human Resources\Job Descriptions\Maintenance\Maintenance Fitter July 2017.doc