

| POSITION DESCRIPTION |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>POSITION:</b>     | Welder                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>REPORTS TO:</b>   | Workshop Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>AWARD:</b>        | <i>Manufacturing and Associated Industries and Occupations 2010</i>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SUMMARY:</b>      | <p>Welders are required to effectively and efficiently manufacture or repair metal parts according to customer's specifications.</p> <p>Welders must set up and operate machine tools to cut and shape metal stock and castings. Perform general welding duties as directed by the Workshop Supervisor.</p> <p>All Welders have the responsibility to maintain a high level of respect and professionalism towards Morgan Engineering customers and fellow employees.</p> |

## RESPONSIBILITIES

### Welder – Workshop

- Log in to Workshop Entry and complete the BAC test at the Workshop at the start of each shift.
- Attend trainings days as and when directed.
- Follow correct sign in and off procedures at all client sites.
- Complete daily pre-start checks on all vehicles and report any repairs or maintenance required to your as soon as practically possible.
- Complete vehicle equipment check list during quiet times and when directed.
- Review and analyse machining instructions, such as the job order, sketches, drawings, manuals, specifications, blueprint, sample part or process sheet to determine the machining required, dimensions and tolerances of finished work piece, sequence of operation, all while applying your knowledge of materials and welding.
- Safely lift work pieces and equipment either manually or with a crane or hoist onto Trestles or work table. If required, request assistance with lifting from the crane operator.
- Measure, mark and scribe dimensions and reference points on material or work piece as guides for subsequent machining as necessary.



- Align, position and secure holding fixtures, work pieces to the table or angle plate, using clamps, shims, and parallel blocks and verify its position with instruments such as dial indicators, gauge blocks, and height gauges.
- Calculate and set controls to regulate welding factors such as travel speed, wire speed, voltage control and consumables according to established guidelines and procedures.
- Set up and operate machine on trial run to verify accuracy of machine settings.
- Start and observe machine operation to detect malfunctions or out of tolerance welding, and adjust machine controls as required.
- Verify final dimensions of welded work piece with measuring instruments such as but not limited to steel tapes.
- Ensure all work is carried out to a high quality standard by carrying out QA and alignment checks and recording of final dimensions in accordance to Morgan Engineering's procedures.
- Ensure all work is carried out to the customer's specific requirements.
- Perform general welding duties, including the use of, but not limited too; grinding, cutting (friction and gas cutting), welding (GMAW and MMAW), air arc gouging, polishing, cropping and pressing.
- Ensure correct welding procedures and consumables are used in accordance with customer's specific requirements.
- Set up and operate hand and power tools as designed and for the purpose intended.
- Perform mag particle crack testing according to established guidelines and procedures.
- Ensure all required documentation is completed on time for both internal use and provision to the customer.
- Ensure you carry out bearing removal and installation without damage to the part or bearing according to established guidelines and procedures.
- Ensure all required onsite paperwork is completed on time and to a high standard in accordance to Morgan Engineering's procedures.
- General housekeeping to ensure the work area and vehicles remain clean and tidy.
- Maintain and operate all equipment as designed and for the purpose intended.
- Report all maintenance requirements to the maintenance manager as soon as the maintenance need is noticed.

**Work Healthy and Safety**

- Ensure that all work is carried out in accordance with Morgan Engineering's Safe Work Procedures and Work Health and Safety policies.
- Adhere to RMS road rules when travelling in all vehicles.
- Follow all Morgan Engineering safe work method statements and risk assessment procedures.
- Follow Morgan Engineering procedures for the safe handling of liquid nitrogen.
- Complete safe manual handling as required.
- Take reasonable care of your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other employees or customers.
- Report any workplace injuries or accidents immediately to your supervisor as soon as practically possible and record the injury or accident in the appropriate register.
- Follow Morgan engineering's Fit for work policy.

**Customer Service**

- Maintain a polite and courteous manner with customers at all times, including visitors to the workshop and while on customer sites.
- Display a commitment to customer satisfaction and seek to resolve issues, questions or concerns raised by a customer in a timely and professional manner.
- Represent and promote Morgan Engineering in a positive light at all times.
- Portray a "customer is always right" attitude when dealing with all Morgan Engineering customers.

**General**

- Adhere to all company policies and procedures as provided to you from time to time.
- Manage time effectively while in the workshop and onsite.
- Continually strive to minimise redo work wherever possible.
- Proactively assist with general workshop duties (e.g. cleaning)
- Assist other employees when required.
- Mentor apprentices and support up skilling of others when requested.
- Perform other duties as directed by your supervisor or management i.e. deliveries, line boring, onsite machining and all other onsite services offered by Morgan Engineering.

## **POSITION REQUIREMENTS**

### **Mandatory**

#### **Qualifications and Experience**

- Certificate III in Engineering (Mechanical Trade) or equivalent
- Experience in a workshop environment
- Welding experience, including grinding, cutting (friction and gas), welding (GMAW and MMAW), air arc gouging, polishing, cropping and pressing.
- Ability to quickly and accurately diagnose faults in line boring machines, equipment and processes.
- Current C class unrestricted drivers licence

#### **Skills, Knowledge and Attributes**

- Time management and ability to prioritise sometimes competing demands.
- Ability to maintain high work standards with minimal supervision.
- Willingness and ability to work away from home, including interstate jobs that come up from time to time.
- Ability to work with mathematical concepts such as portability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardisation exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Proactive and enthusiastic approach to work.
- Ability to work effectively within and contribute to a team environment.
- A high level of honesty and integrity.

### **Desirable**

#### **Experience and Qualifications**

- Customer service experience
- Forklift WorkCover licence