

## Position Description

### Position Title: Machinist - Workshop

Reporting to	Production Manager
Liaises with internally	Managing Director, Administration, Workshop, Sales Consultants, People & Culture, Finance, Marketing
Liaises with externally	Customers, Stakeholders
Purpose of the Position	This Machinist operates and maintains lathes and milling machines. Reviews drawings, instructions, blueprints or samples to ensure accurate production. Takes precise measurements for cutting or shaping. Selects appropriate machine and settings for a given task.
Behaviours/Values	<p>Respect – We value all people, opinions, abilities and qualities</p> <p>Quality – Do it Once; Do it Right</p> <p>Integrity – Trust our service, people and products</p> <p>Teamwork – Where Everyone Wins</p> <p>Transparency – Dealing honestly and fairly with everyone</p> <p>Customer Focus – Your happiness is our success</p>
Essential Criteria	<p>Duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Excellent coordination and mechanical skills</li> <li>• Take measurements and mark material for cutting or shaping</li> <li>• Select appropriate machines (eg Lathes) and position or load material for a job</li> <li>• Determine and program size of batchers, speed of machine etc.</li> <li>• Operate and maintain workshop tools and machinery safely and efficiently</li> <li>• Perform basic machining and fabrication tasks</li> <li>• Collaborate with team members to ensure efficient production processes</li> <li>• Adhere to company policies, safety guidelines, and industry standards</li> <li>• Australian citizen or have the right to work in Australia</li> <li>• <b>Excellent coordination and mechanical skills</b></li> </ul>
Preferred Criteria	<ul style="list-style-type: none"> <li>• Technical background preferred but training will be provided</li> <li>• Manufacturing knowledge an advantage</li> <li>• Knowledge of or awareness of Valves a distinct advantage.</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Prioritising work in step with any issues that arise</li> <li>• Ability to complete an assigned task within the required time frame</li> <li>• High attention to detail</li> <li>• Compliance with all John Valves systems, standards, policies, and procedures &amp; safety standards</li> <li>• Strong organisational skills</li> <li>• Operate and maintain workshop tools and machinery safely and efficiently</li> <li>• Perform machining and fabrication tasks</li> <li>• Collaborate with team members to ensure efficient production processes</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Continuously learn and develop skills through on-the-job training and formal education programs</li></ul> |
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## Tasks and Responsibilities

### For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow directions provided by senior members of the team, where authorised

### Key Responsibilities for the Role

The *abilities, skills, experience, training and qualifications* describe the minimum attributes required in fulfilment of the role.

- Read and interpret technical drawings
- Take precise measurements for cutting or shaping
- Plans proper sequence of tasks to complete the assignment
- Monitors productions, adjusting feed and other settings as necessary
- Checks output for quality assurance and documents or discards defects
- Identifies need for and performs machine maintenance and minor repairs
- Program, run and monitor CNC machines
- Operate on conventional lathes and milling machines
- Perform routine machine maintenance and repair minor damages
- Check output to ensure high quality
- Positive approach to workplace safety
- Ensure that safety protocols are followed in all activities
- Maintains a safe and clean workstation
- Contributes to team effort by accomplishing related tasks as needed
- Teaches knowledge and experience of trade to new staff as required
- Basic Computer skills

### Key Competencies

- Mechanical aptitude for workshop duties
- The ability to perform routine and non-routine tasks with an eye for small details and a high degree of accuracy
- The ability to work independently and exercise initiative within the appropriate scope of the role
- A history of providing high quality customer service including developing ongoing relationships, anticipating and providing solutions to clients needs, giving high priority to client satisfaction
- A work ethic which includes a willingness to learn and undertake professional development activities including on the job training and training with professional associations
- Evidence and experience using a range of computing software, including databases and MS Office applications
- Good verbal and written communication skills
- Ability to juggle competing demands, ensuring that deadlines are met
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Strong organisation skills, with ability to prioritise and follow through

- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees

## Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.
- This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

**Name:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_