

Position Description

Qualified Welder

POSITION STATUS

38 hours per week

DATE

March 2010

JOB DESCRIPTION

Employees assemble metal fabricated products such as structures, frames, plate and sheet assemblies, pipe-work and vessels using welding techniques. Welding techniques may include welding ferrous and non-ferrous metal plate or sheet. Welds are undertaken to pre-determined standards and may be tested for compliance to required standards. Welders use a range of hand and hand held power tools and workshop machines such as drills, grinders, clamps, benders and lifting equipment.

EXPERIENCE AND TRAINING

Essential criteria

- Completion of an Australian Apprenticeship in Welding
- The ability to listen and follow instructions and ask for help when necessary
- A willingness to undertake paid employment in chosen trade
- The desire to make a positive contribution in the workplace
- The desire to participate actively in the community in which you live

LINE MANAGEMENT AND REPORTING RELATIONSHIPS

You will be employed by GTES and have regular communication with GTES through your Field Officer. In the work place the employee reports to the Host Employer or supervisor appointed by the Host Employer. The employee must develop effective working relationships with:

- GTES Field Officer
- Host employer
- Colleagues in the workplace

CORE RESPONSIBILITIES OF THE POSITION

Core Responsibility: To be a responsible employee of GTES.	
Specific duties	
1.	Develop an effective working relationship with your Field Officer through regular communication and participation in field visits.
2.	Be proactive in contacting your field Officer if you experience any problems in the workplace or have any queries.
3.	Fill in timesheets correctly and on time
4.	Make a contribution to the Host Employers workplace by being punctual, interested, follow instructions, ask for assistance, and adhering to workplace policies and procedures, such as safe working practices.
6.	Act responsibly and safely in the workplace for your own safety and that of your colleagues
7.	Be courteous to Host employer and work colleagues
8.	Take annual leave within the year it accrues

Core Responsibility: Trade Specific responsibilities	
Summary of duties	
1.	Perform engineering measurement
2.	Perform computations
3.	Apply principles of OHS in the work environment
4.	Plan to undertake a routine task
5.	Apply quality systems
6.	Apply quality procedures
7.	Organise and communicate information
8.	Perform sheet and plate assembly
9.	Carry out mechanical cutting
10.	Weld using manual metal arc welding process
11.	Perform routine oxy acetylene welding
12.	Carry out mechanical cutting
13.	Perform manual heating and thermal cutting
14.	Apply welding principles
15.	Select welding processes
16.	Apply safe welding practices
17.	Interpret technical drawing
18.	Mark off/out structural fabrications and shapes
19.	Use workshop machines for basic operations