

Title	Sheet Metal Worker
Department	Operations (Industrial Division)
Reports To	Insulation & Cladding Supervisor / Leading Hand
Direct Reports	Labourers, Apprentice Sheet Metal Workers

Primary Role Purpose

The purpose of the Sheet Metal Worker is to use drawings and specifications to determine materials and tools needed to fabricate various products and to cut, shape, bend and join the sheet metal to form the final product in accordance with Caledonia and project specifications and AU standards.

Key Accountabilities

- Determine project requirements, such as scope, assembly sequences, or required methods or materials, using blueprints, drawings, or written or verbal instructions.
- Receives work orders and prints, developing sketches and using shop calculations if necessary.
- Selects materials according to strength, durability and suitability for the particular job. Fabricates and lays out work in advance of installation.
- Uses machine and hand tools to cut and form pieces to required dimensions. Solders, rolls, or rivets seams. Reinforces parts if necessary.
- Performs metal maintenance work and fabrication of equipment such as ducts, machine guards, oil pans, chutes, exhaust hoods, conveyors, rain gutters, and the like.
- Set up and operate sheet metal fabricating machines, e.g. shears, brakes, roll formers, nibbling shear, beader, flanger, crimper, punches, drills, etc., to cut, trim, form, shape and otherwise prepare parts and sections for assembly.
- Prepares requisitions for sheet metal materials when not available in stores department.
- Maintains project or repair records.
- Works in coordination with other trades who may shut down equipment and start up equipment after sheet metal installation has been completed.
- Assemble and fit parts and details using spot welders, riveters, soldering equipment, hand tools, etc., and check work for dimension and configuration.

Compliance

- Comply with all health, safety Quality and environment policies, procedures and directives
- Act and behave in accordance with Company values and behaviours
- Comply with all Company policies, processes, procedures and work instructions

Caledonia SA Pty Ltd

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- Work to ISO 9001 quality, ISO 45001, ISO 1400 health and safety and environmental certification, and management systems

Other

- Participate in internal and external Audits as required

Skills and Experience:

- 2 years' experience as a qualified Sheet Metal Worker with experience in heavy industry, construction, mining, oil or gas, commercial or related industries
- Effective communication and negotiation skills with a high attention to detail
- Effective problem solving, planning and organisational skills
- Demonstrated safety-conscious attitude to work
- Demonstrated ability to work within a team and to follow instructions

Qualifications:

- Certificate III in Engineering – Fabrication Trade

Tickets/Licenses

Mandatory:

- Construction Industry White Card
- Current driver's license and reliable vehicle

Desirable (Site-Specific)

- Working at Heights (within the last two years)
- Confined Space (within the last two years)
- Elevated Work Platform
- Verification of Competency (VOC)
- National Police Clearance

Employee to sign

I am familiar with the requirements of my role and agree to work according to the key accountabilities as outlined in this Position Description. I also understand that this is not an exhaustive list of all of my responsibilities and that these may naturally evolve and develop over time in line with changing business requirements. If my role changes substantially, I will be provided with a new Position Description.

Signed _____ Dated _____

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