



**CARDROSS MINING**  
**A-622-004**  
**JD – MAINTENANCE FITTER**



<b>Job Title:</b>	MAINTENANCE FITTER	<b>Benefits:</b>	
<b>Department/Group:</b>	MAINTENANCE	<b>Responsible To:</b>	MAINTENANCE MANAGER
<b>Location:</b>	SITE SPECIFIC	<b>Travel Required:</b>	YES
<b>Level/Salary Range:</b>	LEVEL 4 ECA	<b>Position Type:</b>	
<b>Job Description</b>			
<b>ROLE PURPOSE</b>	A Maintenance Fitter is a key role that focuses on the implementation and initiation of work activities that are passed on from the Maintenance Manager, or Leading Hand, and according to the maintenance schedules. A Maintenance Fitter must be able to work with limited supervision and with a focus on safe production and the QSE policies and procedures.		

### RESPONSIBILITIES

<b>(ROLE &amp; REPORTING)</b>	<ul style="list-style-type: none"> <li>• Achieve safe and healthy working conditions, promote a high level of safety awareness and be responsible for the safe and efficient leadership of workshop activities.</li> <li>• Achieve agreed environmental targets, legal compliance and incident prevention.</li> <li>• Take ownership of QSE operating policies and procedures for site and accountable for your results and actions.</li> <li>• To exhibit good time management skills to understand work performance against target outcomes by minimising the downtime of plant and equipment.</li> <li>• To be able to take direction from the Maintenance Manager/Leading Hand.</li> <li>• Able to work under limited or no supervision, either individually or in a team scenario.</li> <li>• Report serious accidents and high potential incidents to the Maintenance/Project Managers.</li> <li>• Demonstrate behaviour's and attitudes aligned with the Cardross Mining Code of Business Conduct.</li> <li>• To ensure procedures for purchase orders, credit notes, stock levels, aftermarket servicing is followed.</li> <li>• To ensure that warranty of plant and equipment is maintained and service by the correct suppliers.</li> <li>• Create and implement procedures that are task specific in the workshop and provide training for personnel to gain competence in those tasks.</li> </ul>
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### (KPI'S) KEY PERFORMANCE INDICATORS

<b>ROLE</b>	<ul style="list-style-type: none"> <li>• Conduct/Attend meetings – pre start, shift change-over</li> <li>• Thorough understanding of the QSE policies and procedures, particularly the 18P-431 Risk Management and how incident forms are completed</li> <li>• Ensure change-over is smooth and productive (i.e. Employees are to work to the very last minute, not finishing early)</li> <li>• Participate in training and continual improvement processes</li> <li>• Enforce correct steps are taken for HR – fuel dockets, reimbursements, timesheets, leave forms, internal memos, disciplinary action forms, incident forms, and any other HR directive</li> </ul>
<b>PRODUCTIVITY</b>	<ul style="list-style-type: none"> <li>• Achieve CM and client KPI's daily/weekly/monthly according to proposed schedules.</li> <li>• Prioritising of workloads, resources and downtime utilization of resources.</li> </ul> <p>Qualified and competent to maintain, but not limited to:</p> <ul style="list-style-type: none"> <li>• Drill rigs, crushing equipment, loaders, excavators, bobcats, service trucks, explosive trucks, light vehicles and other various plant and equipment</li> <li>• machinery and equipment utilising complex mechanical, hydraulic and/or pneumatic circuitry and controls</li> </ul>

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Version No	2.1	Rev Date	18 <sup>th</sup> Oct 2013
Approved By	C Genocchio	Print Date	27-May-16
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	<ul style="list-style-type: none"> <li>• machinery and equipment utilising complex electrical/electronic circuitry and controls</li> <li>• instruments comprising complex control systems utilising electrical/electronic circuitry and controls</li> <li>• complex or intricate interconnected electrical circuits</li> <li>• complex radio/communication equipment</li> <li>• integrated radio control, electrical amplification, and hydraulic or pneumatic control systems on remote mining equipment</li> </ul>
<b>MAINTENANCE</b>	<ul style="list-style-type: none"> <li>• Scheduling of maintenance program to utilise available resources and reduce down time.</li> <li>• Ensure all CM vehicles, plant and equipment are clean, smoke free and convey a professional appearance and attitude at ALL times, both on and off site.</li> <li>• Clean and professional appearance and operation of all company equipment.</li> </ul>
<b>STAKEHOLDERS</b> <b>(SUPPLIERS, CLIENTS, PERSONNEL, OUTSIDE AGENCIES)</b>	<ul style="list-style-type: none"> <li>• Conduct yourself professionally at all times when dealing with any stakeholder (personnel, suppliers, clients, outside agencies). Remember you are the face of CM when talking to any stakeholder.</li> <li>• Maintain strong, professional and competitive relationships with suppliers.</li> <li>• Estimate and order items to fulfil the next month's par levels and reduce the expenses by ordering effectively.</li> <li>• Use purchase orders for all purchases and provide as much information as possible on the purchase order (company, site, plant/place to be assigned, item, cost of item and signature).</li> <li>• Ensure that suppliers have the same high standards with their products as CM does.</li> </ul>

### RELATIONSHIPS

<b>DIRECT REPORTING LINE</b>	<ul style="list-style-type: none"> <li>• Maintenance Managers</li> <li>• Operations/Project Managers</li> <li>• HR Manager</li> </ul>
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### PERSONNEL SPECIFICATIONS

<b>QUALIFICATIONS, EDUCATION &amp; CERTIFICATES</b>	<ul style="list-style-type: none"> <li>• Completion of the apprenticeship MEM30298 – Cert III in Engineering – Mechanical Trade (or equivalent)</li> <li>• S1, S2, S3 Risk Assessment and Hazard Management</li> <li>• Senior First Aid Certificate</li> <li>• ASIO Clearance</li> </ul>
<b>CONDITIONS OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>• Must undertake any medical examinations and police checks as required for the position at the cost of the employee, and will be reimbursed if probation is deemed successful after a 6 month period.</li> <li>• Must pass the CM Induction process and understand all relevant QSE policies and procedures.</li> <li>• Must wear PPE that is necessary for site and receive any vaccinations/inoculations to reasonably protect yourself from hazards.</li> <li>• Must at all times promote the health and safety of yourself, other personnel, plant and equipment.</li> <li>• Must maintain confidentiality of information at all times.</li> <li>• Agree to work under the Cardross Mining Employee Collective Agreement 2014.</li> <li>• MUST disclose pre-existing illness or injuries prior to employment; failure to do this may remove the appointee's entitlement to any future Work Cover compensation.</li> </ul>

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I ACCEPT THE ABOVE DESCRIBED POSITION AND UNDERSTAND MY EXPECTED OUTCOMES AND KPI'S	
EMPLOYEE NAME	
EMPLOYEE SIGNATURE	
DATE	
CM REPRESENTATIVE NAME	
CM REPRESENTATIVE SIGNATURE	

PLEASE NOT THAT THIS DOCUMENT IS NOT CONTRACTUAL. IT MAY NEED TO BE VARIED AND REVISED FROM TIME TO TIME, TO REFLECT THE CHANGING NATURE OF ROLES WITHIN A DEVELOPING ORGANISATION.

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