

Title: Engineering Apprentice

Reports to: Engineering Manager

Job Purpose

As the Engineering Apprentice you will be responsible for assisting in fabrication, welding, and operating of equipment in the workshop to assist the engineering team as directed.

Key Position Accountabilities

- Interpret engineering drawings and documentation.
- Maintain and care for all tools and machines used.
- When requested perform engineering measurement.
- Mechanical cutting, grinding and polishing.
- Weld using MIG, TIG and Stick welding processes as directed.
- Mark out structural fabrications and shapes.
- Perform manual heating and thermal cutting.
- Use workshop machines for basic operations under direction from the Engineering Manager.
- Record time when starting and finishing all jobs in the workshop.
- Daily time sheets to be filled in at the end of each day.
- Complete assigned tasks efficiently and to a professional standard.
- Attend trade school when dates are provided throughout the duration of the apprenticeship.
- Continually upgrade knowledge of all products offered by attending trade school and training sessions offered by O'Connors.
- To report to the Engineering Manager regularly in all matters affecting the engineering department's productivity/ efficiency.
- Carry out all tasks and assist others as directed by the Engineering Manager.

Meetings

- Attend meetings for your department as required.
- Attend weekly branch meetings for your dealership.

Work Safety

- To develop and maintain good work safety practices in the interests of the company's obligations to the Occupational Health and Safety Act.
- Take immediate preventative action as required minimising risk to oneself, other employees, customers and any other persons who may be on the premises.
- Working with other departments, ensure the dealership and yard is kept in a clean, tidy and safe condition.

Commitment to uphold and champion the O'Connors' Core Values

Straight Shooter- *speak openly, honestly and without fear. Stick to the facts and commit to your response.*

- ✓ Demonstrate a high level of communication skills.
- ✓ Listen and take genuine notice of other's opinions.
- ✓ Speak up if there is an issue that needs to be addressed.
- ✓ Get the facts and share them to get the best outcomes.

Continuous Improvement- *Embrace changing environments, new systems, different ideas and best practice.*

- ✓ Be a leader and role model for all staff.
- ✓ Nothing is too much trouble when dealing with staff and our customers.
- ✓ Be highly organised and efficient.
- ✓ Be committed to high levels of quality in work outputs and processes.

Be Committed- *approach and resolve all matters with a positive, informed and co-operative attitude, in a timely manner.*

- ✓ Have a strong commitment to our organisation.
- ✓ Be motivated to drive and grow the business.
- ✓ Have a high commitment to achieve individual department and overall dealership goals and key performance indicators.
- ✓ Be prepared to meet the broader needs of the organisation whilst meeting the specific objectives of the role.

Relationships- *invest time to develop successful partnerships with customers, suppliers and employees.*

- ✓ Be approachable, create and maintain both new and existing relationships with new and existing clientele.
- ✓ Have a willingness to work cooperatively and collaboratively within the management team.
- ✓ Support and help your work colleagues.
- ✓ Have an empathy and concern for the welfare of work colleagues with an emotionally mature approach to conflict management.

Key Performance Indicators

Engineering Department

- Productivity of 95% or >

Safety

- Zero Loss Time Injuries.
- Maximum 1 medically treated incident per year.
- Maximum 5 First Aid incidents per year.

People

- Set 3- and 6-month goals for individual bi-monthly meetings with your manager.
- Meet with your Manager bi-monthly to participate in a feedback session and to review goals.
- All employees have an annual performance review with their manager.