

Review Date:	20 / 6 / 2024
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Position Title: **Fabrication Toolmaker**

Reports To: **Production Manager**

Position Summary

The Fabrication Toolmaker is a member of the Production Team and will work with the Production Manager and other employees to maintain a strong safety and professional culture across the business, deliver the PFG Group Strategic Plan, and implement LEAN.

Some of the major facets of this role include meeting production standards, obtaining KPI's, seeking continuous improvement, developing a safety culture, as well as fabrication, maintenance of moulds, and welding expertise.

LEAN Manufacturing is a way of life for the PFG Group and as such, all facets of the role must be delivered through a mindset of the LEAN philosophy, including but not limited to, standard works, waste identification and elimination, continuous improvement, visual displays.

Key Relationships

Internal	External
Production Manager Engineering Design Scheduling Oven team leader Product Finishing team leader Metal production	Suppliers & Distributors Outsourcing suppliers Industry representative bodies

Primary Objectives

- **Safety:** Contribute positively to an environment of no harm to anybody
- **Quality:** Meeting production objectives for both quality and timeliness
- **Innovation:** Supporting and driving continuous improvement
- **Leading:** Setting standards and expectations
- **Culture:** Creating a positive culture of inclusiveness allowing for the recognition of success

Key Accountabilities

- **Health and Safety**
 - Always operate in a safe and healthy manner.
 - Must wear all required and appropriate safety equipment.
 - Must stop equipment or refuse to do task that puts yourself or others in danger and must inform management immediately.

- **Metal Fabrication**
 - On-site Metal welding to the highest standard achievable
 - Fabricate mould, items, and parts on request to verbal and/or written instructions. Interpret drawings where necessary.
 - On-site Metal repair and maintenance work
 - Prepare materials and fabricate product components and parts to Standard Operating Procedures, cutting lists, jigs and drawing to meet production plan.
 - Awareness of required quality standards.
 - Repair moulds as required to drawings and specifications.
 - Undertake plant maintenance tasks as requested.

- **Operations:**
 - Maintain activity records.
 - Maintain work equipment, including tools and jigs.
 - Manage material stocks and notify when material running low.
 - Undertake Plant maintenance tasks if requested.
 - Maintain work area in a clean tidy and safe condition.

Related QA Procedures & Documents

KIP04 – Workplace Safety Policy	KIQP42 – Steel Fabrication Process
KIQP80 – Continuous Improvement	KIQP20 – Design & Development Process
KIQP48 – Quality Control Process	KIQP40 – Production Master
Product SOP's	SiteDocs

Qualifications & Experience

Forklift License	Highly Desirable
5 years + experience in the industry complemented by hands-on product experience.	Essential
Trade Qualification	Essential
Current Drivers' License	Highly Desirable
Trade qualified in same or similar industry	Highly Desirable
Metal Welding	Essential
Metal Fabrication	Essential

Skills & Attributes

The Tooling Fabricator must have the ability to communicate with other employees and senior managers. They must display a polite, positive attitude and always present themselves in a professional manner.

<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • A strong understanding of safety and OHS requirements. • Technical knowledge and skills in metal fabrication and product development. • Ability to read, interpret drawing and job instructions. • Attention to detail and ability to learn new products, systems, and practises.
<p>Professional Approach</p>	<ul style="list-style-type: none"> • Be goal orientated. • Communicates clearly, professionally, and confidently. • Maintains, demonstrates, and builds a strong inclusive team environment where all members are valued and respected.
<p>Personal</p>	<ul style="list-style-type: none"> • A committed and result driven attitude to work at a high ethical and professional standard. • Integrity, understanding and passion for the business and staff. • Be a highly organised person. • Displays a proactive approach to continuous improvement and takes the opportunity to 'stop and fix'.