

**1.0 SECTION: Pump Assembly**  
**JOB TITLE: Pump Assembly Fitters – 4 positions**  
**RESPONSIBLE TO: Production Manager**

**1.1 PURPOSE**

The Pump Assembly Fitter will support the Assembly Shop Production Manager to assemble our clients processing equipment including, but not exclusive to, slurry pumps and bearing assemblies, hydro-cyclones, drive arrangements and valves. The Pump Assembly Fitter will also participate in the planning and execution of production and continuous improvement activities in support of a market-driven business strategy.

The position also supports all Occupation Health, Safety & Environmental statutory and lean manufacturing system requirements in place within the Pump Assembly and Paint Shop, including Lloyds ISO 9001 & 14001 Quality and Environmental systems. The position will also be a champion of the company core values and behaviours.

**1.2 MAIN FUNCTIONS (ACCOUNTABILITIES)**

**1.2.1 Occupational Health Safety & Environment**

- Must comply our clients Health and Safety guidelines
- Meet the requirements of internal and external Health , Safety, Environment and Quality System
- Perform all duties in accordance with Company OHS&E policies

**1.2.2 Operations**

- Planning and execution of all activities in accordance with company OHS&E policies, procedures and guidelines in support of a safe work environment
- Completion of training and assessment against relevant SOP / SWP's for the work functions allocated in accordance with WMA training procedures.
- Execution of Pump Assembly production requirements in support of departmental on-time delivery (OTD) and Quality objectives
- Development of SOP's during SOP reviews
- Support of the Pump Test Bay in fitting and conducting pump performance testing
- Support the Lean Engineer in coordination of Continuous Improvement projects using Lean tools (eg. Kaizen, TPM, VSM, SMED, 8D etc) as per CI plan
- Support in the investigation and resolution of Quality concerns on the shop floor.
- Completion of supporting documentation and Quality records associated with Pump Assembly Fitting work

**1.2.3 Key Performance Indicators**

The key performance indicators for this position are in the areas:-

- Environment, Safety and Health
  - Zero LTA's (safety) or environmental incidents of self and subordinates
  - Attend required safety and environmental training
  - Support environmental corporate social responsible projects
- Quality
  - Provide support to Quality Assurance in resolution of quality concerns
  - Support QMS audits where required
- Operations
  - Execution of pump, bearing, drive and separation equipment assembly according to schedule in support of a Recovery target of 100%
- Financial
  - Execution of pump, bearing, drive and separation equipment assembly according to schedule in support of a Recovery target of 100%
- Personal
  - > 98% attendance

**1.2.4 Other**

- Support ad-hoc projects as defined by the Assembly Shop Production Manager

## 1.3 SKILLS, EXPERIENCE and QUALIFICATIONS

### 1.3.1 Essential

- 1 - 3 years experience as a qualified Mechanical Fitter with recognised trade certificate in a production environment
- Experience using overhead cranes
- Excellent communication skills
- Proven problem solving and corrective action implementation skills
- Computer literacy

### 1.3.2 Desirable

- Dogging / Rigging Certificate
- Formal Lean training / qualification
- 1+ years experience in a supervisory role
- Computer literacy
- Experience in SAP and Lotus Notes
- Experience with ISO9000, ISO14001 & ISO18001 systems

## 1.4 REPORTING

### 1.4.1 Reporting Structure

This position reports to the Pump Assembly Production Shop Manager.

Please send your CV in Microsoft word format only to [debbya@labourcooperative.com.au](mailto:debbya@labourcooperative.com.au)