REPORTS TO: Mechanical Shift Co-Ordinator
CLASSIFICATION: Vehicle Manufacturing, Repair, Services and Retail Award
SITE: Processing Plant, Lockwood
APPROVED: Human Resource Manager and Engineering Services Manager
DATE: December 2013

PRIMARY OBJECTIVE:

1. Preventative maintenance of plant and equipment in accordance with manufacturer's recommendations and manuals with a focus on maintaining safety and maximising production
2. Resolve operational or technical equipment problems to minimise processing/manufacturing interruptions resulting from equipment breakdowns/failures
3. Commitment to Zero Harm philosophy
4. Work as a member of the Mechanical Maintenance team, including contributing to a positive team environment and supporting the training and development of apprentices

KEY DUTIES:

1. Preventative maintenance of plant and equipment in accordance with manufacturer’s recommendations and manuals with a focus on maintaining safety and maximising production:
   - Plan, schedule and organise own work within the requirements of the work plan, and coordinate with other parties as required
   - Complete tasks assigned on the basis of priority
   - Ensure assigned trades work is completed safely and in accordance with quality requirements, company policy and all statutory requirements
   - Initiate and complete Work Orders and ensure timely sign off / close off for completed work along with relevant feedback information and other reports as required
2. Resolve operational or technical equipment problems to minimise manufacturing interruptions resulting from equipment breakdowns/failures:
   - Provide immediate responses to emergency work orders
   - Provide trouble-shooting expertise as required
• Assess and arrange job requirements
• Provide daily feedback and reports to Supervisor on progress and work completed against schedule and reasons for variance, recording delays and recommending action to eliminate future delays

3. Commitment to Zero Harm safety philosophy
• Ensure mechanical work is performed in accordance with safety requirements
• Maintain a safe working environment
• Contribute to own personal well-being and the well-being of co-workers
• Demonstrate active involvement in Safety Tool Box Meetings

4. Demonstrate commitment to teamwork
• Develop and maintain positive work relationships within the team
• Contribute ideas for continuous improvement and assist in the development of job procedures as required.
• Supervise apprentices as required
• Contribute to the efficient and effective operation of the maintenance team, including maintaining punctuality, participating in flexible hours arrangements for PMS maintenance and occasions of after-hours breakdowns, and providing shift cover as required

DECISION MAKING AUTHORITY:
Description of authority permitted to your position indicating which decisions you are expected to make and which you are expected to recommend.

<table>
<thead>
<tr>
<th>DECISIONS EXPECTED</th>
<th>RECOMMENDATIONS EXPECTED</th>
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<tbody>
<tr>
<td>• Report plant running in a dangerous condition to ensure safety to personnel.</td>
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<td>• Report plant defects to supervisors when found.</td>
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<tr>
<td>• Report any safety breaches to supervisors.</td>
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<tr>
<td>• In consultation with Mechanical Co-Ordinator to ensure safety is maximised</td>
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<tr>
<td>• Advise solutions to aid in repair of defects and to minimise reoccurrence of problems</td>
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<tr>
<td>• Help align behaviours and activities to the safety requirements of HCF.</td>
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POSITION DIMENSIONS:
Position Reports To: Mechanical Shift Co-Ordinator
Directly Supervises: Nil
Indirectly Supervises: Nil

Below is a list of the most frequent contact for this role, both internal and external to HCF:

<table>
<thead>
<tr>
<th>MOST FREQUENT CONTACTS</th>
<th>NATURE OR PURPOSE</th>
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</thead>
<tbody>
<tr>
<td>Engineering department</td>
<td>Information exchange regarding equipment problems</td>
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<tr>
<td>Stores department</td>
<td>Information exchange regarding Supply of goods and services</td>
</tr>
<tr>
<td>Production teams</td>
<td>Report progress and receive direction</td>
</tr>
<tr>
<td>Managers</td>
<td>Technical information exchange</td>
</tr>
<tr>
<td>Employees</td>
<td>As required</td>
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<tr>
<td>External contractors</td>
<td>As required</td>
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KEY SELECTION CRITERIA:
Knowledge, Qualifications & Experience

MANDATORY

- Completed apprenticeship in a metal trade and has attained the requirements to qualify as a Level C9 Tradesman as defined in The Metal Trades General Award Engineering Cert III Mechanical.
- Knowledge and experience in safety procedures
- Computer literacy

DESIRABLE

- Desirable to have completed some pneumatic-hydraulic training as well as to be able to read schematics.
- Progress towards eligibility for Level C8 Tradesman as defined in The Metal Trades General Award
- Senior First Aid Certificate (St Johns)
MECHANICAL MAINTENANCE FITTER

EXPERIENCE

• 3 - 5 years maintenance experience in poultry processing or meat product processing industry plant is desirable but not essential

• Experience in installation, operation, service, fault finding, repair and maintenance of plant equipment such as chain, belt & roller conveyor transport systems, saws, compressors, vacuum systems & pumps, water and chemical dosing pumps, evisceration equipment, heat exchangers, gearmotors, refrigeration equipment, vacuum and MAP packaging equipment and other systems pertaining to poultry processing and associated plant services

• Competent at basic oxy acetylene gas, MIG/TIG welding repairs with stainless steel

• Experienced with compliance to HCCF, quality systems & compliance with the requirements of GMP, ISO 9001:2008, SQF 2000-level 3 and retail customer standards

• Experience in exercising good judgment in appraising difficult situations and making appropriate decisions pertaining to equipment condition and appropriate corrective action

• Ability to develop Hazard Analysis and risk assessments on assigned jobs

• Knowledge of, and commitment to, maintenance planning techniques and philosophies, including a continuous improvement approach

INTERPERSONAL

• Effective communication skills, both written and verbal

• Effective time management skills

• Ability to demonstrate initiative and motivation

• Ability to proactively work within a team together with the ability to work unsupervised

KEY PERFORMANCE INDICATORS:

• Compliance to OH&S, HR and Quality policies and procedures and Hazeldenes Chicken Farms (HCF) code of conduct

• Timely repair of mobile plant and equipment

• Contributing to the reliability of HCF mobile plant and associated equipment
<table>
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<tr>
<th>MECHANICAL MAINTENANCE FITTER</th>
<th>POSITION DESCRIPTION</th>
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<tbody>
<tr>
<td></td>
<td>Availability and reliability of the mobile plant and associated equipment to HCF</td>
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