



JOB DESCRIPTION: FITTER/MACHINIST

MISSION STATEMENT : Leading a change to a globally competitive market

REPORTING TO: Team Leader Engineering

PURPOSE OF THE JOB:

- This is a position and it engages in on- the- job training in the Mechanical Department.
- To learn to perform the tasks of a qualified Fitter Machinist in line with standard operating procedures.
- Follow FSC policies and procedures and at the end of the training program be competent and meet the requirements stipulated in the Training Manual and FSC Training policies

1.1 DIRECT REPORTS: No direct reports (Refer job purpose above)

2.0 DUTIES AND RESPONSIBILITIES

LEADERSHIP

- Understand and take ownership of FSC's Vision, Mission and Values and ensure all work performed is aligned to it.
- Immediately report any issues that may require corrective actions and require disciplinary action to Fitter Foreman
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

FINANCE

- To be cost conscious and comply to cost effective strategies at all times as directed by Supervisors
- Ensure all work and materials suggested to be ordered by Supervisor are of required quality and cost effective.
- Minimize wastage of materials at all times.

OPERATION

- Learn to understand and fully operate related machine and hand tools
- Learnt and fully understand basic calculation and measurement required as a fitter/machinist
- The focus of the apprentice in the Fitting/Machining trade is to be trained and to be fully competent at the end of their training period.

- Train and work with qualified Fitter/Machinist on machining and fitting works
- Learn and fully understand the operation of plants and machinery
- Assist in preparation of scope of work for slack season plant overhaul
- Maintain good housekeeping standard in all work areas
- Attend to training to cover theory session when required.
- Follow FSC policies and procedures while undergoing training at Lautoka Mill
- Ensure to take full care of the corporations equipment and machine at all time
- Ensure to maintain good housekeeping standards and practices in all work areas at all times
- Be safety Conscious and alert at all times
- Perform any other duties assigned by the supervisor.

COMPLIANCE

- Attend to training to cover theory session when required.
- Follow FSC policies and procedures while undergoing training at Lautoka Mill
- Primary responsible and accountable for his own safety while at work
- Ensure he do not knowingly put their fellow workers at risk while at work
- Ensure compliance to operation procedures and safe work procedures.
- Ensure compliance Health and Safety and Environment legislative requirements
- Ensure compliance to responsibilities under OHS Management System manual
- Ensure compliance to all the Corporation's policies and procedures such as Time and Attendance, HR, Training, PPPM etc
- Comply with all Health and Safety requirements
- Ensure that all necessary PPE Equipments are worn at all times in the workshop and corporation premises at all times
- Ensure all work accidents and injuries are reported to the Supervisor immediately.
- Adhere to Corporation's Values, Code of Conduct and Code of Business Conduct at all times

3.0 JOB DIMENSIONS

No. Of Staff Controlled: - N/A

Budget Controlled- N/A

Financial Authority- No Authority

4.0 KEY REQUIREMENTS OF THE POSITION

Qualification:

- Minimum or equivalent to Form 6 pass with minimum basic mechanical knowledge and be analytical, team player, able to handle work pressure.
- Must be able to work with minimum supervision

Experience:

- At least 5 years of work experience in a similar environment with good knowledge about

Job description – The Fiji Sugar Corporation Limited – Fitter/Machinist

the fitting shop operation in the sugar milling industry.

- Must have sound knowledge of all aspects of mill operations

Skills, Knowledge and Competencies:

- Is a keen learner with right attitude
- Is a team player who is able to work with cross section of staff.
- Self-starter who should be able to work with minimum supervision
- Conversant with all aspects of mill operation

5.0 KEY PERFORMANCE INDICATORS (To be reviewed)

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Training manual requirements achieved	100%	60%
2. OHSE Compliance	100%	30%
3. Budget Compliance	100%	10%

6.0 JOB ENVIRONMENT

- Workplace Location – Fitting Shop & Factory
- 44 hours per week
- 18 days' annual leave
- Sick Leave as per FSTU Agreement (or as per contract)

7.0 DOCUMENT APPROVAL

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(Insert Employee Name and No.)

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Signature

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Name of Mill HRO

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Signature

Date: