



JOB DESCRIPTION: INSTRUMENT FITTER

MISSION STATEMENT : Leading a change to a globally competitive market

REPORTING TO: Team Leader Instrument & Control

PURPOSE OF THE JOB:

- This is a position and it engages in on- the- job training in the Instrument Department.
- To learn to perform the tasks of a qualified Instrument Fitter in line with standard operating procedures.
- Follow FNU Policies and procedure and at the end of the training program be competent and meet the requirements stipulated in the Tradesman 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 Team Leader Instruments
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

FINANCE

- Be cost conscious and comply to cost effective strategies at all times as directed by Supervisors
- Ensure that all work and materials suggested to be ordered by Supervisor are of required quality and cost effective to 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 an Instrument Fitter
- Train and work with qualified Instrument fitters on Instrumentation works
- The focus of the trainee tradesman in the Instrument trade is to be trained and to be fully competent at the end of their training period.
- Fully Train and work with qualified Instrument Fitters in all aspects of the job.

- Learn and fully understand the operation of plants and machinery
- Effectively assist in preparation of scope of work for slack season plant overhaul
- Ensure that log books are properly updated
- Ensure to update trade tools on yearly basis.
- Ensure to take full care of the corporations equipment and machine at all time
- Ensure to maintain high 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

- 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 Instrument shop and all corporation worksites
- 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:

- At least Form 6 & 7 pass (FSFE) with minimum basic knowledge of the sugar industry and be analytical, team player, able to handle work pressure.
- Must be able to work with minimum supervision

Experience:

- Must have sound knowledge of all aspects of the mill operations

Skills, Knowledge and Competencies:

- 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)

	Target	Overall KPI Weighting
1. Achievement of required competency	100%	60%
2. OHSE Compliance	100%	20%
3. Budget Compliance	100%	20%

6.0 JOB ENVIRONMENT

- Workplace Location – Instrument 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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Name of Mill HRO

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Signature

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Signature

Date: