



ROLE DESCRIPTION: MACHINIST

MISSION STATEMENT : Leading a change to a globally competitive market

REPORTING TO: Machine Shop Foreman

1.0 PURPOSE OF THE JOB:

The position executes a range of activities including general machining, manual cleaning and any other duties assigned by the Machine Shop Foreman in line with standard operating procedures.

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

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 Machine Shop Foreman
- Ensure company assets and properties are protected at all times and immediately report any damage or abuse to Management.

FINANCE

- Implement cost effective strategies at all times as directed by the Supervisor
- Ensure all work and material initiated to be ordered by Supervisor in regards to machining operation is of required quality and cost effective at all times.

OPERATION

- Effectively and safely carry out lathe operations as per standard operating procedures
- Safely Operate drilling machines to specifications
- Perform safely precision slotting operations including fetched and tapered keyways according to engineering standards.
- Perform safely tool and cutter grinding works according to standard operating procedures.
- Machine out spare parts in case of emergencies

- Provide guidance on job training to trainees and ensure adherence to OHS and safe working practices are observed.
- Attend training courses, workshops and in- house training to upgrade skills and knowledge.
- Maintain good housekeeping practices in all work areas
- Be safety conscious and alert at all times.
- Ensure to take full care of corporation equipment's and machines at all times
- Perform any other duties assigned by the supervisor in accordance to workplace procedures

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 to 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, PPM etc.
- Comply with all Health and Safety requirements
- Ensure that all necessary PPE Equipment's are worn at all times in the Machine shop and corporation premises at all times
- Ensure all work accidents and injuries are reported to the Supervisor immediately.
- Ensure adherence to Corporation's Values, Code of Conduct and Code of Business Conduct at all times

3.0 JOB DIMENSIONS

No. Of Staff Controlled: -

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.
- A Trade Certificate in Machining & Fitting from a recognized institution.
- Must be able to work with minimum supervision

Experience:

- At least 4-5 years of work experience in a similar environment with good knowledge about the factory operations in the factory.
- Must undergone training in other areas of the factory operations.
- Must have sound knowledge of all aspects of 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)

KEY PERFORMANCE INDICATOR	Target	Overall KPI Weighting
1. Effective Maintenance (quality, on time)	100%	60%
2. OHSE Compliance	100%	20%
3. Budget Compliance	100%	20%

6.0 JOB ENVIRONMENT

- Workplace Location – Machine shop and 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.)

.....
 Signature

.....
 Name of Mill HRO

.....
 Signature

Date:

Job description – The Fiji Sugar Corporation Limited – Machinist

