

# Position Description



<b>Position Title</b>	Welder/Fabricator
<b>Department</b>	Engineering & Investment
<b>Based in</b>	Regal Head Office, Tamahere, Hamilton
<b>Reports to</b>	Welder/Fabricator Leading Hand
<b>Direct reports</b>	Nil
<b>Key relationships</b>	Internal: Mechanical staff, Engineering staff, Workshop Coordinator, Workshop & Manufacturing Manager, Drivers External: Key suppliers

## Role Purpose

- Responsible for constructing, maintaining and repairing all company machinery and vehicles to the highest standard.
- To ensuring all work completed is fit for purpose, and all units are non-functional for the least amount of time as possible to maximise the company's profitability and reduce negative stakeholder experiences.

Key Accountability	Deliverables & Outcomes
<b>Repairs &amp; Maintenance</b>	<ul style="list-style-type: none"> <li>- Complete truck and company vehicle maintenance and repairs to a high standard minimising downtime.</li> <li>- Work is completed within agreed timeframes, to minimise impact to despatch, planners and company</li> <li>- Faults are advised to the Leading Hand or Maintenance Coordinator as soon as practicable</li> <li>- Work is undertaken in the workshop or alternative sites (as required), all workstations to be maintained in an orderly and tidy manner to diminish equipment damage and HSE incidents</li> <li>- Discuss issues with drivers (if required) to better understand their concerns and identify the issue</li> <li>- Maintain accurate work logs, repairs timesheet keeping and maintenance sheets.</li> <li>- Ensure any required parts obtained or ordered through the Parts Team is completed as per company protocol</li> <li>- Perform Quality checks before equipment is returned to service</li> </ul>
<b>New Builds</b>	<ul style="list-style-type: none"> <li>- Prepare work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, sub-assemblies, tools, and materials required</li> <li>- Assemble all equipment (or part thereof) to the highest quality and is completed with full testing within agreed timeframes</li> <li>- Collaborate with the Mechanical and Welding/Fabrication Teams where required for best results</li> <li>- Document actions by completing Quality checks during points of the build</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>- Assist with development and implementation of new methods and procedures to increase workshop efficiency</li> <li>- Continually strive to improve all aspects within your role by actively contributing to own self development and reporting possible improvements of company processes, tools, products etc. contributing to the development of a continuous improvement culture</li> <li>- Offer advice, knowledge and coaching in a kind and constructive manner to Fabrication Apprentices and/or Mechanical Apprentices, contributing to their growth and overall team enhancement</li> </ul>
<b>On Call</b>	<ul style="list-style-type: none"> <li>- Contribute to the teams 24/7 call-out service within a rostered structure</li> <li>- Respond to callouts within an appropriate manner to the issue, advising direct report via text when attending any call out for safety precautions.</li> </ul>

- Repairs are completed by yourself as required or arranged with local suppliers as per company policy and procedures

<b>Values</b>	<p><b>Be Real</b></p> <ul style="list-style-type: none"> <li>- Promote Company Values and Culture within your team – champion high performance and continuous development</li> <li>- Encourage a focus of customer service for both internal and external customers within your team</li> <li>- Develop open and trusting working relationships with your team and all staff</li> </ul> <p><b>Be Innovative</b></p> <ul style="list-style-type: none"> <li>- Implement strategies and training programmes to ensure all team members meet individual goals and Company objectives</li> <li>- Develop and encourage innovative thinking and continuous improvement of processes</li> </ul> <p><b>Be Safe</b></p> <ul style="list-style-type: none"> <li>- Provide a safe working environment and encourage open door communication</li> <li>- Monitor workloads and individual capabilities to ensure the team are up to the tasks required</li> </ul> <p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>- Encourage sustainable practices in the office spaces</li> </ul>
<b>Health, Safety &amp; Environment</b>	<ul style="list-style-type: none"> <li>- Participate in the maintenance of a safe and healthy work environment for self and others</li> <li>- Support compliance of all Company H&amp;S policies and legal requirements</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>- The above description outlines the main duties for the role. From time to time, the employee may be required to provide backup and assistance to other staff or undertake other duties as directed by the employer</li> </ul>

### Person Specification

#### Experience/Technical/Professional Qualifications & Skills:

##### (Essential)

- Relevant Engineering/Welding/Fabrication qualification/experience
- Experience within the transport industry
- Good record keeping
- Ability to understand and follow verbal & written instructions and engineering design plans
- Class 1 Drivers licence (current)

##### (Desirable)

- Class 4 Drivers licence (current)

#### Essential Attributes

- Strong attention to detail with an aptitude for problem-solving
- Ability to work as part of a team
- Excellent communication and customer service skills
- Able to work effectively under pressure in a fast-paced environment
- Self-starter and can work on tasks alone

### Company Description

Regal Group delivers vertically integrated logistical solutions to clients throughout New Zealand, with bulk transport and cartage, storage and handling and transport engineering solutions.

**Our Vision** To be the best Logistical Solutions Partner for our clients, exploring possibilities and embracing technology to deliver an efficient service in a timely manner

**Our Mission** Through our innovative, vertically integrated logistical solutions, we aim to solve the unique high-volume transport and storage needs for each of our valued customers, with minimal impact on the environment

Our Values



Employee Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_