



## MAINTENANCE FITTER Job Description

JDMF

<b>Position</b>	Maintenance Fitter
<b>Location</b>	HPA Farms
<b>Reports To</b>	Farm Manager with day-to-day instruction and supervision provided by the Maintenance Supervisor
<b>Reported to By</b>	Not applicable
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Maintenance and continuous improvement of the harvest complex plant and equipment (picking machines, kilns, conditioning room, bale store and press), both preventative and breakdown.</li><li>• Maintenance, fabrication and repair other plant and equipment as directed by the Maintenance Supervisor or Farm Manager including but not limited to: tractors, motor vehicles, truck, backhoe, loaders, mobile harvesting equipment and associated implements according to company policies and procedures.</li><li>• Work as part of a team alongside employees and contractors entering the harvest complex/workshop.</li><li>• Maintain records of repairs and maintenance of individual items of plant and machinery. Records are an integral part of HPA's Quality Assurance system and are subject to audit.</li><li>• Ensure harvest complex/workshop tools are maintained in good order and returned to their proper place after use. Check that tools borrowed from the harvest complex/workshop are returned.</li><li>• Report any excessive damage or misuse of company plant and machinery.</li><li>• Keep the harvest complex/workshop clean and tidy.</li><li>• Perform other duties as instructed from time to time by the Farm Manager provided those duties are within the employees' qualifications, experience and capabilities.</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• Comply with Work, Health &amp; Safety and Quality policies and procedures</li><li>• Conduct Risk Assessments and Job Safety Analysis as required or directed, participate in quality and safety audits and inspections.</li><li>• Identify and report safety hazards, incidents or near misses or quality non-conformances.</li></ul>
<b>Skill Requirements</b>	<ul style="list-style-type: none"><li>• Production maintenance, conditioning monitoring, fault finding, machinery installs.</li><li>• Welding and fabrication skills</li><li>• Plant and machinery operating skills</li></ul>
<b>Qualifications and Licences</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Trade Qualification in Mechanical or Engineering</li><li>• Motor vehicle driver's licence</li><li>• Forklift licence</li></ul>



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**Desirable**

- Truck Licence – MR
- Provide First Aid & CPR
- Confined Space Training
- High Risk Work Licence (Boom Type Elevating Work Platform - EWP & Forklift - LF)