

# POSITION DESCRIPTION

## Operator – Non-area specific



Date Created: 20 October 2006

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### 1. POSITION IDENTIFYING INFORMATION

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Position: Operator – Production Department  
Incumbent: -  
Site: Port Pirie  
Division: Metals W/p

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### 2. REPORTING STRUCTURE

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Reports to:

- Team Leader

Peers:

- Operators

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### 3. POSITION PURPOSE

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Contribute to improving performance standards in the production area by ensuring adequate standards of safe operational support to meet both short and long term goals.

Provide assistance in the control of documents and update associated written Procedures and Standard Work Instructions for the department.

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### 4. CUSTOMERS

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- Other Production Teams
- Area Systems Officer

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### 5. KEY ACCOUNTABILITIES

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#### Production Support

- Monitor and maintain operations in the production area as directed by the respective Coach/Superintendent;
- Ensure that plant and equipment are maintained to required standards by adhering to and implementing appropriate planning and monitoring systems;
- Ensures that metallurgical production data is correctly and completely recorded.
- Contribute to improving performance standards by ensuring adequate standards of housekeeping, hygiene, fume and dust suppression within work area.

**Procedure Review**

- Review and if necessary update Job Procedures and Standard Work Instructions, to ensure that any:
  - changes in process;
  - changes in equipment; and
  - introduction of new control methods, etc.and resulting requirement for re-training are undertaken.

**Process Improvement**

- Provide assistance and advice in investigations into process improvements, and the introduction of statistical process control methods including
  - data collection
  - plant experiments
  - operator instruction, etc.

**Safety, Health, Environment And Quality**

- Ensure that a proactive approach is taken to identify and eliminate any safety hazards and potential incidents;
- Investigate and report on all accidents and incidents;
- Support site and departmental environment and quality system, policies and procedures, by commitment, leadership, development, planning, promotion, active involvement, and evaluation, to ensure continual improvement; and
- Strive to achieve continuous improvement of every aspect for which the position is accountable.

**Financial management**

- Minimise work area costs through the identification and elimination of non-value adding work process and elimination of waste;
- Submit and implement cost saving ideas; and
- Reduce equipment maintenance costs by developing value-added maintenance strategies.

**Quality And Continuous Improvement**

- Contribute to the development and maintenance of quality systems/processes;
- Ensure all project activities and work comply with established quality systems and practices particularly Australian Standards; and
- Continually review existing operations and identify and promote improvements.

**6. SKILLS AND KNOWLEDGE**

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**Qualifications**

- No Specific Qualifications are required, but the incumbent will need to attend training during employment.

**Experience**

- Experience working in a heavy industrial or resources industry is desirable.
- Experience with Microsoft Office, Word, and Excel would be highly regarded.
- Experience in SAP would be highly regarded.

**7. SPECIFICS/OTHER**

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