



## **JOB DESCRIPTION:** **SERVICEMEN - WESTONIA**

### **Overview of Role:**

This role within the workshop is responsible for ensuring the timely completion of a number of crucial work tasks. These work tasks include, but not be limited to, the provision of assistance to qualified tradespeople in the service, repair and maintenance of large earthmoving machinery.

### **Main Responsibilities:**

- Carry out designated tasks as outlined by workshop manager, supervisor, leading-hand and other tradespeople;
- Carry out all work tasks in accordance with Force Equipment Service & Hire's occupational health and safety, fatigue management and all other documented policies and procedures;
- Always maintain a work environment with an acceptable standard of housekeeping ensuring the workshop is kept clean and tidy;
- Use and maintain Personal Protective Equipment at all times;
- Review and update a Job Safety Analysis (JSA/JHA) prior to performing designated work tasks;
- Use and maintain workshop tooling and equipment in accordance with safe work procedures and to manufacturers specifications;
- Report all hazards, incidents and accidents and assist in the investigation of these issues within the workshop environment;
- Complete service reports of performed tasks on a daily basis to ensure customer is informed regularly on job progress;
- Complete on a basis daily timekeeping records for the shift;
- Monitor and record the use of workplace consumables (oil, degreaser, diesel fuel) to ensure accurate invoicing;
- Participate in all scheduled toolbox meetings, training sessions (in-house) and external training courses.
- Assistance around the mine where required including supply of fuel
- Carryout service to filters of machinery

Document Review Date: October 2010  
Authorisation: Human Resources Manager

HR-PB-04	DOCUMENT OWNER:	AMANDA O'BRIEN	1
Servicemen – Enda May Gold Mine	V1.0	1/7/2010	