

WORKSHOP SERVICES WELDER

POSITION DESCRIPTION

Position Title:	Workshop Services, Welder
Responsible To:	Work Group Leader, Workshop Services
Council Portfolio	City Shaping
Council Program:	City Operations
Classification Level:	Wages, Metal – Special Class Welder

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Members of public/ratepayers Contractors Service and parts providers

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Primary Purpose

As part of the City Operations Program, the Welder will;

- Carry out repairs and maintenance to the City of Adelaide's Plant, Equipment and infrastructure in compliance with all Work Health and Safety procedures and relevant technical standards in a timely manner to maximise availability and minimise down time.

Responsibilities

The Welder is responsible for;

- The repair and maintenance of the Plant and Equipment and Infrastructure in compliance with all relevant standards and guidelines.
- Maintain plant and equipment in a safe condition.
- Follow established health and safety procedures, policy requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Ensuring that all records and paperwork associated with the position are accurate.
- Promoting and actively demonstrating Council's values and behaviours.
- Perform other duties within your capability as directed by your Team Leader / Leading hand.
- Support the delivery of the Council's Business Plan.
- Liaise effectively with all customers and the public.
- Appropriately represent City Operations and support the Work health and Safety vision, goals and objectives for City of Adelaide.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	Trade qualification Welder / boiler maker.	Essential
	MR license.	Desirable
People Management	Knowledge of employee and employer responsibilities under the Work Health and Safety Act and Regulations.	Essential
Financial Skills & Acumen	Knowledge of purchasing & procurement functions.	Essential
Technical Knowledge & Experience	Demonstrate a sound knowledge of a variety of welding and fabrication techniques.	Essential
	Ability to read technical drawings and diagrams.	
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
	Knowledge of employee and employer responsibilities under the Work Health and Safety Act and Regulations.	
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	Essential
Collaboration & Communication	Capacity to work independently with minimal direction and collaboratively in a team environment. Experience dealing with members of the public and community groups.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance will be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Role	Welder
Work Area	Public Realm
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting	✓			Driving vehicles, stools, working at ground level	Critical Range of Motion: Shoulder to 180° flexion. Lift Capacity: Up to 20kg. Push / Pull Force: Moderate to heavy force at times. Moving trolleys and equipment on wheels. Shift Duration: Various times. Environmental Factors: Air-conditioned workshop, some field work Task Rotation: Can change posture regularly. Some sustained awkward posture at times. PPE: Steel cap boots, hearing and eye protection. High visibility clothing and gloves as needed. Specific equipment required when using cutting equipment and other machinery.
Standing		✓		Varying periods, concrete surfaces mostly	
Walking		✓		Short distances mostly	
Climbing	✓			On / off vehicles (including trucks)	
Push / Pull	✓			Moderate to high force at times, using tools and equipment, fitting parts	
Squatting	✓			Accessing under vehicles and low postures and positions	
Gripping			✓	Power tools, hand tools, parts, equipment, components	
Forward Reach		✓		Repairs, accessing awkward locations when completing services and repairs.	
Lift	✓			Up to 20kg batteries, parts and equipment	
Carry	✓			Parts and equipment up to 20kg	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

The role involves welding and metal fabrication for the repair and maintenance of the Plant and Equipment and Infrastructure. Some repairs and welding are completing in the field and some in the workshop. Use of overhead crane, fabrication equipment and welding machinery (TIG, MIG and Arc).

The work involves at times:

- Sustained postures, i.e. standing, reaching above shoulder height, working low to the ground
- Sustained gripping and using hand tools, power tools and equipment
- Moderate to high push / pull force
- Sustained neck posture and repetitive movements
- Fine motor gripping and dexterity for sustained periods

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Manual Handling Functional Capacity:

- Lifting, carrying and holding up to 20kg
- Push force up to 20kgf
- Forceful gripping and handling
- Kneeling, squatting and accessing the ground repetitively.
- reaching above shoulder height repetitively
- Climbing

Physical Work Demands include (but are not limited to):

- Driving a vehicle (Light Work)
- Welding (Light Work)
- Welding Machinery Use (Medium Work)
- Welding Tools and Equipment (Medium Work)
- Connecting the Trailer (Medium Work)
- Brake Press and Guillotine (Medium Work)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.