



Vinidex for 50 years has been Australia's leading manufacturer & distributor of quality endorsed & stands mark approved specialist plumbing & irrigation products. With Production, Warehousing & Distribution facilities throughout the country & the Asia Pacific Region we are a company that is continually growing through our people, products & customers

Forklift/Granulator Operator

We require an experienced & organised person to operate our granulation area and forklift operations.

Working on permanent day shift (6am- 2pm) your main responsibilities will include:

- Movement of product, packaging & equipment in designated areas
- Granulation of site scrap into a form that can be run back through extruders
- Conduct production counts
- Run extruders & produce pipe within required physical conditions whilst relieving operators for breaks

To be successful in this role you will need:

- To be able to work in a physically demanding environment
- Strong literacy & numeracy skills
- Strong focus on safety
- To be able to work in a team environment
- Current Forklift licence
- Have effective time management & communication skills
- Australian citizenship

If you feel you can contribute your skills to this innovative and growing company please forward your resume with cover letter to applications@vinidex.com.au

Applications close Friday 29th October 2010

INNOVATIVE

PROGRESSIVE

OPPORTUNITIES



www.vinidex.com.au





POSITION DESCRIPTION

<p>Position Title: Forklift/Granulator Operator</p> <p>Reporting to: Shift Supervisor</p> <p>Direct Reports: N/A</p> <p>Relieved by: Other Extruder Operators</p>	<p>Site: Sunshine</p> <p>Department: Manufacturing</p> <p>Type of Employment: Full Time</p> <p>Authorised By:</p>
<p>Purpose of position</p> <p>Forklift Operator: In conjunction with Shift Supervisor and Extruder Operators move product, packaging and equipment around department and yard as required.</p> <p>Granulator Operator: Recycle all site polymers. Convert all site scrap into a form that is suitable to run back through extruders without difficulty</p>	
<p>Department Overview: Manufacturing</p> <p>Manufacturer PVC and PE pipes efficiently, safely and at minimum cost, whilst maintaining high levels of quality and meeting customer requirements</p>	
<p>Competencies and Skills</p> <ul style="list-style-type: none"> • Current forklift licence • Ability to work in a physically demanding environment • Strong literacy and numeracy skills • Effective problem solving skills • Ability to work shift work if required 	<ul style="list-style-type: none"> • Strong focus on safety • Effective communication skills • Effective time management and organisational skills • Ability to adapt to change • Lift and manipulate products without mechanical aid • Ability to strap packs • Team player



Responsibility	Key Tasks	Key Performance Indicator
Safety	Ensure the factory and surrounding areas are clean and tidy	On a daily basis ensure the factory is clean and with no scrap on the floor
	Implement workplace management requirements	Ensure workplace management tasks are carried out within required timeframes
	Provide a safe workplace for all employees	Ensure all safety procedures and requirements of the Atlas program are adhered to
	Follow all safety procedures and PPE policies	PPE to be worn as per site regulations and safety procedures adhered to
	Report any safety issues to Shift Supervisor	Report incidents straightaway to ensure actions are taken promptly
	Operate forklift in a safe manner and in accordance with Atlas policy	Safe and effective driving skills of forklift. No use of mobile phone whilst operating any equipment
	Be aware of all pedestrian activity in your working area	Sound warning when entering/exiting building and designed walkways. Adjust speed accordingly
	Ensure forklifts are in a safe running order	Forklift maintenance sheets are completed before commencement of use
Daily Operations Granulator	Identify and segregate PVC and PE types of material	Ensure that all scrap is identifiable and kept segregated throughout the granulating process/ Only identifiable material is released to extruders
	Prioritise granulating sequence based on equipment and polices	Granulate product that is as per production schedule so material can be used in extruders



Responsibility	Key Tasks	Key Performance Indicator
Daily Operation Granulator	Identify contaminated material and dispose of suitably	Put any contaminated waste material/packaging into waste bins for secure disposal
	Record and label bins/bags with material detail	Bins/Bags appropriately labelled and stored in correct location for efficient availability
	Replenish packing material	Replenish stock as required and store in designated area
	Correct weighting of scrap and granulated materials	Ensure correct weighting and recording of scrap. Report promptly to Supervisor any problems with reject material, storage or granulating equipment to avoid or minimise granulation delays
Daily Operation Forklift	Ensure materials, products or equipment are safely and correctly transported to avoid damage or load shift	Ensure storage of materials, product or equipment is efficient and safe and they remain undamaged
	Move finished product to storage 'Hold' or 'Reject' areas safely and efficiently to enable safe inspection, counting or weighting of product	Product moved efficiently to designated areas. Inspect product to ensure it is as per production specification sheets. Advise Shift Supervisor of any discrepancies
	Count and weigh stock	Complete production count sheet daily and ensure 100% accuracy of stock counts
Customer Service	Ensure production is run as per production schedule	Production is made as per plan to ensure delivery of product is within required timeframe
Team Development	Relieve other extruder operators for breaks	Relieve operators for break to ensure continuous production of product
	Participate in toolbox talks and shift meetings	Contribute ideas to improve team performance



Responsibility	Key Tasks	Key Performance Indicator
Team Development	Discuss with Supervisor daily production targets	Work to achieve target, communicate regularly on production requirements with Shift Supervisor and other operators to ensure targets are met
Continuous Development	Participate in Performance Management reviews with Shift Supervisor	Performance reviews are conducted quarterly. Personal development plans initiated
	Participate in identified learning program(s)	Attendance of programs and completion of training evaluation forms
	When required participate in the Atlas program as procedure owner.	Undertake responsibilities as required ensure compliance of 85% and above.

I acknowledge and agree that the above position description is a true and accurate description of my current role.

Employee's Name: _____

Employee Signature: _____ Date: _____