

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

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|------------------------|-------------------|--------------------------|-----------------|
| POSITION TITLE: | Welder | LOCATION: | Hamilton Island |
| DIVISION: | Maintenance | DIRECT REPORTS: | Nil |
| REPORTS TO: | Welder Supervisor | INDIRECT REPORTS: | Nil |
| DATE PREPARED: | March 2012 | | |

JOB PURPOSE

Responsible for Mechanical installation, maintenance and repairs on the resort, including Staff Accommodation and Concessionaires, in a timely manner, ensuring a high standard of product quality and safety at all times

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Responsible for Mechanical installation, maintenance and repairs on the resort, including Staff Accommodation and Concessionaires, in a timely manner, ensuring a high standard of product quality and safety at all times
- Prioritises work to ensure all urgent repairs and those required to maintain the mechanical installations are attended to immediately to achieve a high standard of safety and guest satisfaction
- Ensures all labour hours, materials and information required for completion of requisitions are accurately recorded
- Ensures all vehicles are maintained in a clean, safe roadworthy condition at all times
- Performs any additional tasks as requested by the Maintenance Manager
- Maintains effective channels of communication through daily briefings, departmental and employee meetings to ensure all relevant information is passed between appropriate parties.

EXPERIENCE & QUALIFICATIONS

- School Certificate (Essential)
- First Class Welder Certificate (Essential)
- QLD Drivers Licence (Essential)
- Minimum 3 years post apprenticeship experience (Desirable)
- Previous experience in Tourism or Hospitality (Desirable)

PERSON SPECIFICATION/SKILLS

- Excellent personal presentation
- Excellent communication and interpersonal skills
- Team worker
- Reliable and flexible attitude

KEY WORKING RELATIONSHIPS

- All Departments
- All Guest of Hamilton Island
- Concessionaires
- HIE Executive Team and Stakeholders