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| **PROCESS WORKER / FABRICATOR**  |
| **Direct Reports:** | Nil |
| **Reports To:** | Workforce Operations Manager |
| **Date:** | 3 July 2025 |
| **OVERALL OBJECTIVE** |
| The Process Worker plays a key role in the day-to-day operations of the glass manufacturing facility, ensuring the efficient handling, processing, and preparation of glass products. In addition to core glass production duties, this role includes assisting the aluminium fabrication team with the assembly and preparation of aluminium components used in glass installations. |
| **KEY STAKEHOLDERS** |
| **INTERNAL** |
| * ProInstall Installation team
* Production Managers and workers
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| **EXTERNAL** |
| * Customers
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| **RESPONSIBILITIES** |
| * Support aluminium fabricators with measuring, cutting, and assembling aluminium profiles and assist with frame preparation.
* Operate machinery such as saws, drills, punches, and CNC equipment.
* Daily housekeeping of machinery and surrounding work area; and maintain a clean and organised work area.
* Perform routine maintenance on required tools and equipment.
* Follow all safety procedures and wear appropriate PPE.
* Report any issues or discrepancies to the supervisor promptly.
* Support the factory with manual handling of glass product within processing areas
* Movement of glass through the factory and manufacturing process safely and efficiently, ensuring minimal damage or waste.
* Ensure paperwork is signed off and correct
* Inspect glass products for quality, defects, and compliance with specifications.
* Package and prepare finished glass products for dispatch or further processing.
* Check, measure, inspect and confirm correct glass type as per specifications required
* Lift glass safely onto machine as required and move throughout factory safely
* Take note of weight of glass on sticker to ensure compliance
* When loading and unloading glass, recheck the product for any quality issues e.g. marks and scratches
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| **THE WALSHS WAY** |
| Actively promotes and adheres to the Walshs Way values* **Safety First:** In every task and every day
* **Customer at Heart:** Best products, service and expert knowledge
* **Respect:** For each other, our customers and suppliers
* **One Team:** Working together for success
* **Always Better:** Improving today for tomorrow
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| **WORK HEALTH AND SAFETY** |
| * Take reasonable care for their own health and safety
* Take reasonable care for the health and safety of others who may be affected by their actions in the workplace
* Ensure WHS principles are applied to every aspect of work
* Hazards are identified and reported immediately in accordance with the WHS procedures.
* Safe work and care practices are adhered to and actively promoted
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| **SKILLS AND QUALIFICATIONS** |
| * Minimum completion of year 12
* Ability to read and interpret technical drawings and blueprints.
* Basic skills in the use of hand tools, power tools, and fabrication machinery.
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| **EXPERIENCE AND ATTRIBUTES** |
| * Some exposure to or experience in aluminium fabrication, preferably in a glass or construction-related industry.
* Strong attention to detail and commitment to quality.
* Good physical stamina and ability to lift heavy materials.
* Effective communication and teamwork skills.
* Knowledge of safety standards and practices in a manufacturing environment.
* Familiarity with glazing systems and architectural aluminium products.
* Good time management skills
* Reliable with good work ethic
* Maintains high standards of workmanship and commitment to company quality protocols.
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