



Vista OutLook

Vista Outlook P/L
t/as Colorcote Fence and Gate Supplies

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| Job Title: | Powder Coat Applicator |
| Location: | Hobart |
| Division: | Colorcote - Powder Coating |
| Approved By: | Manager |
| Employee Name: | |
| Reports To: | Production Manager |

Summary

Receives, prepares, and applies powder coating, oven cures and package for despatch a variety of products by performing the following duties.

Essential Duties and Responsibilities

include the following. Other duties may be assigned.

Receives from clients and other departments products for coating.

Records and documents products as required.

Pre-treat the products using the prescribed treatment to ensure each item meets the standard required for the application of the powder coat.

Hangs each part on the rail system to enable the coating of each part and the movement of each part through the powder coating process.

Apply the prescribed powder coat using the correct equipment to the prescribed standard.

Cures the products in the oven as set out in the manufacturer's documentation.

Un-racks, check for quality and package all parts as required by the client.

Dispatch products as required.

Supervisory Responsibilities

There are no supervisory responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move Up to 20 kilograms.

Specific vision abilities required by this job include Close vision, Distance vision and Color vision.

Competency

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical: Synthesises complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures

Design: Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail

Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things

Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings

Written Communication: Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed

Visionary Leadership: Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates

Change Management: Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Delegation: Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results

Leadership: Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People: Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services. Continually works to improve skills

Quality Management: Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness

Business Acumen: Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals

Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources

Diversity: Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organizational values

Strategic Thinking: Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions

Judgement: Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

Motivation: Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans

Professionalism: Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

Quality: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Quantity: Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly

Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

Attendance/Punctuality: Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage

of opportunities; Asks for and offers help when needed

Innovation: Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills

To perform this job successfully, an individual should have knowledge of Design software, Internet software, Inventory software, Manufacturing software, Order processing systems, Spreadsheet software and Word Processing software.

Reasoning Ability

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Comments