

Costa Position Description

Position Title:	Maintenance Fitter
Department:	Engineering and Reliability
Reporting To:	Engineering and Reliability Manager
Location:	Mernda
Reviewed:	29/05/2025
Version:	1.0

1. Basic Summary of Position:

Provide preventative, corrective breakdown maintenance, and assist in continuous improvement to improve the productive life and reliability of the Company's capital equipment, reduce critical equipment breakdown, and minimise production loss due to equipment failures.

2. Key Accountabilities and Responsibilities:

Accountability and Responsibilities:
<ul style="list-style-type: none"> • Ensure that site assets are routinely inspected, and failures caused by fatigue, neglect or normal wear are identified and repaired prior to a major breakdown. • Perform maintenance, including tests, measurements, adjustments, parts replacement, lubricating, and cleaning of plant and equipment, to prevent faults occurring and to avoid any unscheduled breakdown and downtime. Includes liaison with Engineering and Reliability Manager and/or Supervisor to: <ul style="list-style-type: none"> ○ Pre-plan downtime for equipment replacement based on date, and equipment running hours, in accordance with manufacturer's recommendations. ○ Schedule maintenance based on resourcing and facility availability. ○ Conduct condition-based maintenance and fault reporting based on indicators that show equipment may fail or that the equipment performance is deteriorating (includes facility). ○ Assist with the disposal of obsolete machinery, plant, and equipment. ○ Install new machinery, plant, and equipment. ○ Conducting breakdown maintenance in accordance with Costa's reactive maintenance strategy which may involve 'consequential damage'. • Fault find using technical manuals, diagrams and/or machine knowledge, and repair equipment before it causes multiple damage to other parts. • Diagnose maintenance requirements and monitor performance. • Provide engineering solutions for continuous improvements e.g. to improve design flaws on equipment and machinery. • Help produce and implement SWMS and Risk Assessment documents, as required. • Assist to ensure that all inventory is captured in the MEX system, as required. • Ensure sufficient stock levels are kept. • Liaise with Contractors, as required. • Assist with the coordination of onsite contracting work, including equipment. • Other tasks as directed by management, as required. • Support Costa to achieve best practice in Work Health and Safety (WHS), Equality & Diversity, and Food Safety and Quality, and Continuous Improvement. • Contribute to own personal well-being and the well-being of co-workers.

- Develop and maintain positive work relationships within the team.
- Assist to provide an environment that promotes communication and team building.
- Support Costa values and principles.
- Foster learning and development initiatives that promote participation, engagement, and knowledge acquisition.
- Provide trade guidance and assistance as part of work team
- Provide training to fitters, trade assistant and apprentices in conjunction with supervisor/leading hand
- Prepare reports of a technical nature on specific tasks or assignments
- Support and comply with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees.
- Demonstrate commitment, while being accountable for the workplace health and safety performance of your area of responsibility.
- Ensure all practicable steps are taken to eliminate or control hazards within the workplace through the process of hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes within your area of responsibility.
- Support solutions and process modifications that eliminate or minimise the risk of injury to employees, damage to property and other assets, within your area of responsibility.
- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.

3. Key Challenges:

- Provide a pro-active, responsive, efficient, and effective service by ensuring all deadlines and quality standards are consistently met and that machines and equipment are maintained to a standard to achieve increased efficiencies/productivity.
- All maintenance activity has documented SWMS and Risk Assessments.
- Provide and present accurate, comprehensive, and timely information and documentation including work orders, to maintain relationships with all stakeholders.

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Completed apprenticeship in a mechanical trade to qualify as a Level C6 to C10 Tradesperson including Fitter and Machinist or Fitter and Turner.
- Minimum completion of Certificate 3 Engineering (Mechanical).
- Driving Licence preferred.
- Forklift licence is preferred.
- EWP and Scissor Lift Licences are preferred.

(b) Experience, Skills, Knowledge:

- 3-5 years' experience in a similar role preferred.
- Pneumatic-hydraulic experience beneficial.
- Food Manufacturing knowledge or relevant industry experience preferred.
- Competent at basic oxy acetylene gas, and welding repairs.
- Basic machining skills.
- Experienced with compliance to HACCP quality systems and compliance with the requirements of GMP and SQF.
- Ability to develop Hazard Analysis and Risk Assessments on assigned jobs preferred.
- Experience using CMMS beneficial (MEX).
- Planning, organisation, and problem-solving skills.

- Strong technical aptitude.
- Ability to work under limited supervision and independently yet also work well as part of a team.
- Ability to develop and maintain supportive cross functional relationships.

(c) Competencies/Character Qualities/Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety