

Nelson Pine Industries Ltd

Job Description

Position Title:	Mechanical Fitter
Reporting To:	MDF Mechanical Supervisor or substitute, otherwise to the Shift Supervisor after hours.
Delegations:	As required by the nature of the specific work being undertaken.
Location:	Nelson

Role Purpose	
The role of the Mechanical Fitter is to carry out repairs and maintenance, modifications and installations as necessary to maintain the smooth operation of the plant equipment and to provide training for the apprentice. From time-to-time other responsibilities and authorities may be assigned by the MDF Mechanical Supervisor, Mechanical Engineer or the General Manager of Engineering.	
Key Responsibilities	
Management Systems	• Respond to all plant requirements for maintenance and repair, support and work to achieve optimum plant performance. • Record accurately all relevant information pertaining to plant item breakdowns, check lists and failing items and to ensure this information is passed on to the MDF Mechanical Supervisor or Maintenance Supervisor responsible for the area of work. • Check plant and equipment for any defects or potential defect. Repair these and record changes as appropriate.
Staff Relationships and Training	• Keep their supervisor informed regarding any problems requiring assistance. • Communicate with Plant Operators and Shift Supervisors and record any problems with plant item performance, suggested improvements or safety problems. • Inform the MDF Mechanical Supervisor of any deficiencies in the holding of spare parts. • Attend all relevant training courses and ensure refresher courses are kept up to date. • Assist with apprentice training as directed by the MDF Mechanical Supervisor.
Health and Safety	• The taking of all practicable steps to ensure their personal safety and the safety of others. • Health and Safety responsibilities as outlined in the Health, Safety & Environmental Handbook, including reporting any health and safety

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	issues to your Manager and taking responsibility for your health and safety and for those working around you.
Reports	Document all mechanical issues in the shift log.
General	The taking of all practicable steps to control the environmental aspects of the role so as to minimise any adverse impacts.
Key Relationships	
Internal	- General Manager Engineering - Shift Supervisors - NPI Mechanical and Maintenance Supervisors - Mechanical Maintenance Staff - Electricians - Operators
External	Contractors and suppliers
Substitutions	
	Other mechanical staff.
Key Authorities	
Purchasing	Attain quotes and request Purchase orders.
HR	N/A
Related Documents	
	- Health & Safety Environmental Handbook - Employee Handbook (including updated Code of Conduct)
<i>The key responsibilities, relationships and authorities listed are included as guidelines only, and not a complete list of responsibilities and tasks you may be expected to complete in the course of your employment.</i>	
Qualifications	
- Mechanical Trade certificate - Current Practising Licence - Ability to use strong logic and analytical skills in evaluating and resolving problems - General computer skills - A strong knowledge and ability in PLC trouble shooting and minor programming.	

Employee

Manager

Date: _____
Revised/Issued: 29 January 2026

Date: _____