

## **MANUFACTURING AND ASSOCIATED INDUSTRIES AND OCCUPATIONS AWARD 2010**

### **WAGE INCREASES EFFECTIVE FROM 1 JULY 2013**

Wage increases for the Manufacturing and Associated Industries and Occupations Award 2010 arising from the Annual Wage Review by the Full Bench of the Fair Work Commission and effective from the first full pay period on or after 1 July 2013.

The Full Bench increased the weekly wages by 2.6% for employees whose work is covered by this award.

These increases can be absorbed into over award payments.

If you need any clarification then please contact John Tamplin on 0417 552 801 or e-mail on [johntamplin@iprimus.com.au](mailto:johntamplin@iprimus.com.au).

| <b>Classification level of employee</b> | <b>Minimum weekly rate as of 1 July 2013</b> |
|---|--|
| C14                                     | \$622.20                                     |
| C13                                     | \$640.20                                     |
| C12                                     | \$664.80                                     |
| C11                                     | \$687.60                                     |
| C10                                     | \$724.50                                     |
| C9                                      | \$747.20                                     |
| C8                                      | \$769.90                                     |
| C7                                      | \$790.50                                     |
| C6                                      | \$830.60                                     |
| C5                                      | \$847.60                                     |
| C4                                      | \$870.30                                     |
| C3                                      | \$915.80                                     |
| C2(a)                                   | \$938.60                                     |
| C2(b)                                   | \$979.70                                     |

#### **Schedule A—Classification Structure and Definitions**

**A.1** The classification structure and definitions set out in clauses A.2 and A.3 apply to employees covered by this award, except where otherwise specified.

## A.2 Classification structure

### A.2.1 C1–C14 Levels

| Classification levels | Classification title  | Minimum training requirement  | Wage relativity to C10<br>(see clause A.2.2) |
|-----------------------|---|---|--|
| <b>C1</b>             | Professional Engineer<br>Professional Scientist   | Degree  | 180/210%                                     |
|                       | <b>NOTE:</b> Professional Engineers and Professional Scientists in Level C1 are covered by the <i>Professional Employees Award 2010</i> |   |  |
| <b>C2(b)</b>          | Principal Technical Officer   | Advanced Diploma or equivalent and sufficient additional training so as to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level. | 160%   |
| <b>C2(a)</b>          | Leading Technical Officer   | Advanced Diploma or equivalent and sufficient additional training so as to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level. | 150%   |

|           |   |   |      |
|-----------|---|---|------|
|           | Principal Supervisor/<br>Trainer/Co-ordinator                     | Advanced Diploma or equivalent of which at least 50% of the competencies are in supervision/training.             |      |
| <b>C3</b> | Engineering Associate/ Laboratory Technical Officer—Level II      | Advanced Diploma of Engineering, or equivalent.   | 145% |
| <b>C4</b> | Engineering Associate/ Laboratory Technical Officer—Level I       | 80% towards an Advanced Diploma of Engineering, or equivalent.  | 135% |
| <b>C5</b> | Advanced Engineering Tradesperson—Level II                        | Diploma of Engineering—Advanced Trade, or equivalent.   | 130% |
|           | Engineering/<br>Laboratory Technician—Level V                     | Diploma of Engineering—Technical, or equivalent.  |      |
| <b>C6</b> | Advanced Engineering Tradesperson—Level I                         | C10 + 80% towards a Diploma of Engineering—Advanced Trade, or equivalent.   | 125% |
|           | Engineering/Laboratory Technician—Level IV                        | 50% towards an Advanced Diploma of Engineering, or 85% towards a Diploma of Engineering—Technical, or equivalent. |      |
| <b>C7</b> | Engineering/<br>Manufacturing Tradesperson—Special Class Level II | Certificate IV in Engineering, or C10 + 60% towards a Diploma of Engineering, or equivalent.                      | 115% |

|           |  |  |      |
|-----------|--|--|------|
|           | Engineering/Laboratory Technician—Level III                  | Certificate IV in Manufacturing Technology, provided that the minimum experience required for a Technology Cadet has been completed, or Certificate IV in Laboratory Techniques, or 45% towards an Advanced Diploma of Engineering, or 70% towards a Diploma of Engineering—Technical, or equivalent |      |
| <b>C8</b> | Engineering/Manufacturing Tradesperson—Special Class Level I | C10 + 40% towards a Diploma of Engineering, or equivalent  | 110% |
|           | Engineering/Laboratory Technician—Level II                   | 40% towards an Advanced Diploma of Engineering, or 60% towards a Diploma of Engineering—Technical, or equivalent   |      |

|            |   |   |       |
|------------|---|---|-------|
| <b>C9</b>  | Engineering/<br>Manufacturing<br>Tradesperson—Level II        | C10 + 20% towards a<br>Diploma of<br>Engineering or<br>equivalent   | 105%  |
|            | Engineering/Laborator<br>y Technician—Level I                 | Certificate III in<br>Engineering—<br>Technician, or<br>Certificate III in<br>Laboratory Skills, or<br>Certificate III in<br>Manufacturing<br>Technology, provided<br>that the minimum<br>experience required<br>for a Technology<br>Cadet has been<br>completed, or 50%<br>towards a Diploma of<br>Engineering, or<br>equivalent |       |
| <b>C10</b> | Engineering/<br>Manufacturing<br>Tradesperson—Level I         | Recognised Trade<br>Certificate, or<br>Certificate III in<br>Engineering—<br>Mechanical Trade, or<br>Certificate III in<br>Engineering—<br>Fabrication Trade, or<br>Certificate III in<br>Engineering—<br>Electrical/Electronic<br>Trade, or equivalent   | 100%  |
|            | Engineering/<br>Manufacturing<br>Systems Employee—<br>Level V | Engineering<br>Production Certificate<br>III, or Certificate III in<br>Engineering—<br>Production Systems, or<br>equivalent   |       |
| <b>C11</b> | Engineering/<br>Manufacturing<br>Employee—Level IV            | Engineering<br>Production Certificate<br>II, or Certificate II in   | 92.4% |

|            |   |  |       |
|------------|---|--|-------|
|            | Laboratory Tester                                   | Engineering—<br>Production<br>Technology, or<br>Certificate II in<br>Sampling and<br>Measurement, or<br>equivalent |       |
| <b>C12</b> | Engineering/<br>Manufacturing<br>Employee—Level III | Engineering<br>Production Certificate<br>I or Certificate II in<br>Engineering, or<br>equivalent                   | 87.4% |
| <b>C13</b> | Engineering/<br>Manufacturing<br>Employee—Level II  | In-house training  | 82%   |
| <b>C14</b> | Engineering/<br>Manufacturing<br>Employee—Level I   | Up to 38 hours<br>induction training   | 78%   |

A.2.2 The percentage wage relativities to C10 in the table in clause A.2.1 reflect the percentages prescribed in 1990 in *Re Metal Industry Award 1984—Part I* (M039 Print J2043). The minimum wages in this award do not reflect these relativities because some wage increases since 1990 have been expressed in dollar amounts rather than percentages and as a result have reduced the relativities.

#### A.2.3 Supervisor/Trainer/Coordinator

Where an employee is performing supervisory responsibilities, the employee is to be classified as a:

- (a) Supervisor/Trainer/Coordinator—Level I: 122% of the minimum wage paid to the highest technically qualified employee supervised or trained subject to clause **Error! Reference source not found..**
- (b) Supervisor/Trainer/Coordinator—Level II: 115% of the minimum wage paid to the highest paid employee supervised or trained subject to clause **Error! Reference source not found..**
- (c) Supervisor/Trainer/Coordinator—Technical: 107% of the minimum wage applicable to the employee's technical classification.

### A.3 Classification definitions

A.3.1 The following classification definitions should be read in conjunction with:

- (a) the stream and field definitions in this award.
- (b) the following definitions:

- (i) Or equivalent means:
    - any training which a registered provider (e.g. TAFE), or State recognition authority recognises as equivalent to a qualification which Manufacturing Skills Australia recognises for this level, which can include advanced standing through recognition of prior learning and/or overseas qualifications; or
    - where competencies meet the requirements set out in the Manufacturing Skills Australia competency standards in accordance with the National Metal and Engineering Competency Standards Implementation Guide.
  - (ii) Work within the scope of this level means:
    - for an employee who does not hold a qualification listed as a minimum training requirement, that the employee can apply skills within the enterprise selected in accordance with the National Metal and Engineering Competency Standards Implementation Guide, provided that the competencies selected are competency standards recognised as relevant and appropriate by Manufacturing Skills Australia and endorsed by the National Quality Council; or
    - where an employee has a qualification, clause **Error! Reference source not found.** applies.
  - (iii) Engineering Associate/Technician is a generic term which includes technical officers in a wide range of disciplines including laboratories and quality assurance, draughting officers, planners and other para-professionals.
- (c) the National Metal and Engineering Competency Standards Implementation Guide especially Table 2 of that guide which shows the alignment between old and new titles under the Australian Qualifications Framework (e.g. Advanced Certificates are now known as National Diplomas and Associate Diplomas as National Advanced Diplomas).
- (d) clause **Error! Reference source not found.**

### A.3.2 Supervisor/Trainer/Coordinator

- (a) Supervisor/Trainer/Coordinator—Level I
  - (i) A Supervisor/Trainer/Coordinator—Level I is an employee who is responsible for the work of other employees and/or provision of structured on-the-job training. Such an employee has completed a qualification at AQF III level or above, of which at least one third of the competencies are related to supervision/training, or equivalent.
  - (ii) Notwithstanding the above definition an employee who is mainly engaged to perform work supervising or coordinating the work of

other employees and who has sufficient additional training beyond that of those coordinated or supervised so as to enable the employee to perform work within the scope of this level must be classified at this level.

(b) Supervisor/Trainer/Coordinator—Level II

- (i) A Supervisor/Trainer/Coordinator—Level II is an employee who is responsible for the supervision and/or training of Supervisor/Trainers/ Coordinators—Level I. Such an employee has completed an AQF IV or V qualification or equivalent of which at least 50% of the competencies are in supervision/training.

A.3.3 Wage Group: C14

(a) Engineering/Manufacturing Employee—Level I

- (i) An Engineering/Manufacturing Employee—Level I is an employee who is undertaking up to 38 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.
- (ii) An employee at this level performs routine duties essentially of a manual nature and to the level of their training:
- performs general labouring and cleaning duties;
  - exercises minimal judgement;
  - works under direct supervision;
  - is undertaking structured training so as to enable them to work at the C13 level.

A.3.4 Wage Group: C13

(a) Engineering/Manufacturing Employee—Level II

- (i) An Engineering/Manufacturing Employee—Level II is an employee who has completed up to three months structured training so as to enable the employee to perform work within the scope of this level.
- (ii) An employee at this level performs work above and beyond the skills of an employee at the C14 level and to the level of their skills, competence and training:
- works in accordance with standard operating procedures and established criteria;
  - works under direct supervision either individually or in a team environment;



- understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations/faults;
- understands and utilises basic statistical process control procedures;
- follows safe work practices and can report workplace hazards.

#### A.3.5 Wage Group: C12

##### (a) Engineering/Manufacturing Employee—Level III

- (i) An Engineering/Manufacturing Employee—Level III is an employee who has completed an Engineering Production Certificate I or Certificate II in Engineering or equivalent so as to enable the employee to perform work within the scope of this level.
- (ii) An employee at this level performs work above and beyond the skills of an employee at the C13 level and to the level of their skills, competence and training:
  - is responsible for the quality of their own work subject to routine supervision;
  - works under routine supervision either individually or in a team environment;
  - exercises discretion within their level of skills and training;
  - assists in the provision of on-the-job training.

#### A.3.6 Wage Group: C11

##### (a) Engineering/Manufacturing Employee—Level IV

###### Laboratory Tester

- (i) An Engineering/Manufacturing Employee—Level IV is an employee who has completed an Engineering Production Certificate II or Certificate II in Engineering—Production Technology or equivalent so as to enable the employee to perform work within the scope of this level.
- (ii) A Laboratory Tester is an employee who has completed a Certificate II, or equivalent, in Sampling or Measurement so as to enable the employee to perform work within the scope of this level.
- (iii) An employee at this level performs work above and beyond the skills of an employee at the C12 level and to the level of their skills, competence and training:
  - works from complex instructions and procedures;

- assists in the provision of on-the-job training;
- co-ordinates work in a team environment or works individually under general supervision;
- is responsible for assuring the quality of their own work;
- in a laboratory the employee performs basic/simple routine tests under close supervision and communicates results of those tests to the appropriate personnel.

#### A.3.7 Wage Group: C10

##### (a) Engineering/Manufacturing Tradesperson—Level I

(i) An Engineering/Manufacturing Tradesperson—Level I is an employee who holds a trade certificate or tradespersons rights certificate or equivalent as an:

- Engineering Tradesperson (Electrical/Electronic)— Level I;
- Engineering Tradesperson (Mechanical)— Level I;
- Engineering Tradesperson (Fabrication)—Level I;
- Furnishing Industry Tradesperson Level I;
- Floor Finisher and/or Floor Coverer Tradesperson;
- or equivalent;

and is able to exercise the skills and knowledge of the engineering trade so as to enable the employee to perform work within the scope of this level.

(ii) An Engineering/Manufacturing Tradesperson—Level I works above and beyond an employee at the C11 level and to the level of their skills, competence and training:

- understands and applies quality control techniques;
- exercises good interpersonal and communications skills;
- exercises keyboard skills at a level higher than the C11 level;
- exercises discretion within the scope of this classification level;
- performs work under limited supervision either individually or in a team environment;
- operates lifting equipment incidental to their work;
- performs non-trade tasks incidental to their work;
- performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task, provided that

such incidental or peripheral work does not require additional formal technical training;

- inspects products and/or materials for conformity with established operational standards.

(b) Engineering/Manufacturing Systems Employee—Level V

(i) An Engineering/Manufacturing Systems Employee—Level V is an employee who, while still being primarily engaged in Engineering/Manufacturing work applies the skills acquired through the successful completion of an Engineering Production Certificate III or Certificate III in Engineering—Production Systems or equivalent in the production, distribution, or stores functions so as to enable the employee to perform work within the scope of this level.

(ii) An Engineering/Manufacturing Employee works above and beyond an employee at the C11 level and to the level of their skills, competence and training:

- understands and applies quality control techniques;
- exercises good interpersonal communications skills;
- exercises discretion within the scope of this classification level;
- exercise keyboard skills at a level higher than the C11 level;
- performs work under limited supervision either individually or in a team environment;
- inspects products and/or materials for conformity with established operational standards.

A.3.8 Wage Group: C9

(a) Engineering/Manufacturing Tradesperson—Level II

(i) An Engineering/Manufacturing Tradesperson—Level II is an:

- Engineering Tradesperson (Electrical/Electronic)—Level II; or
- Engineering Tradesperson (Mechanical)—Level II; or
- Engineering Tradesperson (Fabrication)—Level II; or
- Furnishing Industry Tradesperson Level 2; or
- equivalent.

who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent.

(ii) An Engineering/Manufacturing Tradesperson—Level II works above and beyond a tradesperson at the C10 level and to the

level of their skills and competence and training performs work within the scope of this level:

- exercises discretion within the scope of this classification;
- works under limited supervision either individually or in a team environment;
- understands and implements quality control techniques;
- provides trade guidance and assistance as part of a work team;
- operates lifting equipment incidental to their work;
- performs non-trade tasks incidental to their work.

(b) Engineering/Laboratory Technician—Level I

- (i) An Engineering/Laboratory Technician—Level I is an employee who has the equivalent level of training of the C9 level Engineering/Manufacturing Tradesperson or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering/Laboratory Technician—Level I are in the technical field including draughting, planning or technical tasks, including in a laboratory, requiring technical knowledge.
- (ii) At this level the employee is engaged on routine tasks in the technical field. In a laboratory the employee performs basic laboratory duties using written, spoken or diagrammatic instructions and/or basic quality control assurance procedures and techniques under general supervision-either individually or in a team environment.

A.3.9 Wage Group: C8

(a) Engineering/Manufacturing Tradesperson—Special Class Level I

- (i) An Engineering/Manufacturing Tradesperson—Special Class Level I means a:
  - Special Class Engineering Tradesperson (Electrical/Electronic)—Level I; or
  - Special Class Engineering Tradesperson (Mechanical)—Level I; or
  - Special Class Engineering Tradesperson (Fabrication)—Level I; or
  - equivalent.

who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent.

- (ii) An Engineering/Manufacturing Tradesperson—Special Class Level I works above and beyond a tradesperson at the C9 level and to

the level of their skills, competence and training performs work within the scope of this level:

- provides trade guidance and assistance as part of a work team;
- assists in the provision of training in conjunction with supervisors and trainers;
- understands and implements quality control techniques;
- works under limited supervision either individually or in a team environment;
- operates lifting equipment incidental to their work;
- performs non-trade tasks incidental to their work.

(b) Engineering/Laboratory Technician—Level II

- (i) An Engineering/Laboratory Technician—Level II is an employee who has the equivalent level of training of the C8 level Engineering/Manufacturing Tradesperson Special Class—Level I or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering/Laboratory Technician—Level II are in the technical field including draughting, planning or technical tasks requiring technical knowledge.
- (ii) At this level the employee is required to exercise judgment and skill in excess of that required at the C9 level under the supervision of technical or professional staff.

A.3.10 Wage Group: C7

(a) Engineering/Manufacturing Tradesperson—Special Class Level II

- (i) An Engineering/Manufacturing Tradesperson—Special Class Level II means a:
  - Special Class Engineering Tradesperson (Electrical/Electronic)—Level II; or
  - Special Class Engineering Tradesperson (Mechanical)—Level II; or
  - Special Class Engineering Tradesperson (Fabrication)—Level II; or
  - Higher Engineering/Manufacturing Tradesperson; or
  - equivalent.

who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent.

- (ii) An Engineering/Manufacturing Tradesperson—Special Class Level II works above and beyond a tradesperson at the C8 level and to the level of their skills, competence and training performs work within the scope of this level:
  - is able to provide trade guidance and assistance as part of a work team;
  - provides training in conjunction with supervisors and trainers;
  - understands and implements quality control techniques;
  - works under limited supervision either individually or in a team environment;
  - operates lifting equipment incidental to their work;
  - performs non-trade tasks incidental to their work.
- (b) Engineering/Laboratory Technician—Level III
  - (i) An Engineering/Laboratory Technician—Level III is an employee who has the equivalent level of training of the C7 level Engineering/Manufacturing Tradesperson—Special Class Level II or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering/Laboratory Technician—Level III are in the technical field including draughting, planning or technical tasks requiring technical knowledge.
  - (ii) At this level the employee is engaged in detail draughting and/or planning or technical duties requiring judgement and skill in excess of that required of a technician at the C8 level under the supervision of technical or professional staff. The employee in a laboratory is able to troubleshoot at a basic level and perform a range of quality control and/or research and development tests with only general supervision.

#### A.3.11 Wage Group: C6

- (a) Advanced Engineering Tradesperson—Level I
  - (i) An Advanced Engineering Tradesperson—Level I means an:
    - Advanced Engineering Tradesperson (Electrical/Electronic)—Level I; or
    - Advanced Engineering Tradesperson (Mechanical)—Level I; or
    - Advanced Engineering Tradesperson (Fabrication)—Level I;who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent.
  - (ii) An Advanced Engineering Tradesperson—Level I works above and beyond a tradesperson at the C7 level and to the level of

their skills, competence and training performs work within the scope of this level:

- undertakes quality control and work organisation at a level higher than for the C7 level;
- provides trade guidance and assistance as part of a work team;
- assists in the provision of training to employees in conjunction with supervisors/trainers;
- works under limited supervision either individually or in a team environment;
- prepares reports of a technical nature on specific tasks or assignments;
- exercises broad discretion within the scope of this level;
- operates lifting equipment incidental to their work;
- performs non-trade tasks incidental to their work.

(b) Engineering/Laboratory Technician—Level IV

- (i) An Engineering/Laboratory Technician—Level IV is an employee who has the equivalent level of training of the C6 level Advanced Engineering Tradesperson—Level I or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering/Laboratory Technician—Level IV are in the technical field including draughting, planning or technical tasks requiring technical knowledge.
- (ii) At this level the employee is engaged in detail draughting and/or planning and/or technical duties requiring judgement and skill in excess of that required of a technician at the C7 level under the supervision of technical and/or professional staff.

A.3.12 Wage Group: C5

(a) Advanced Engineering Tradesperson—Level II

- (i) An Advanced Engineering Tradesperson—Level II means an:
  - Advanced Engineering Tradesperson (Electrical/Electronic)—Level II; or
  - Advanced Engineering Tradesperson (Mechanical)—Level II; or
  - Advanced Engineering Tradesperson (Fabrication)—Level II;who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent.
- (ii) An Advanced Engineering Tradesperson—Level II works above and beyond a tradesperson at the C6 level and to the level of

their skills, competence and training performs work within the scope of this level:

- provides technical guidance or assistance within the scope of this level;
- prepares reports of a technical nature on tasks or assignments within the employee's skills and competence;
- has an overall knowledge and understanding of the operating principle of the systems and equipment on which the tradesperson is required to carry out their task;
- assists in the provision of on-the-job training in conjunction with supervisors and trainers;
- operates lifting equipment incidental to their work;
- performs non-trade tasks incidental to their work.

(b) Engineering/Laboratory Technician—Level V

- (i) An Engineering/Laboratory Technician—Level V is an employee who has the equivalent level of training of the C5 level Advanced Engineering Tradesperson—Level II or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering/Laboratory Technician—Level V are in the technical field including draughting, planning or technical tasks requiring technical knowledge.
- (ii) At this level the employee is required to exercise judgment and skill in excess of that required at the C6 level. In a laboratory the employee is required to use judgment and problem solving skills to perform a range of routine and non-routine tests and to make modifications (within limits) to existing formula.

A.3.13 Wage Group: C4

(a) Engineering Associate/Laboratory Technical Officer—Level I

- (i) An Engineering Associate/Laboratory Technical Officer —Level I means an employee who works above and beyond a technician at the C5 level and who has completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent and is engaged in:
  - making of major design drawings or graphics or performing technical duties in a specific field of engineering, laboratory or scientific practice such as research design, testing, manufacture, assembly, construction, operation, diagnostics and maintenance of equipment facilities or products, including computer software, quality processes, occupational health and safety and/or standards and plant and material security processes and like work and/or developing test procedures or manuals from test standards and like work; or



- planning of operations and/or processes including the estimation of requirements of staffing, material cost and quantities and machinery requirements, purchasing materials or components, scheduling, work study, industrial engineering and/or materials handling process.

#### A.3.14 Wage Group: C3

##### (a) Engineering Associate/Laboratory Technical Officer—Level II

(i) An Engineering Associate/Laboratory Technical Officer—Level II means an employee who works above and beyond an Engineering Associate/Laboratory Technical Officer at the C4 level and who has successfully completed the minimum training requirements specified in clause A.2.1 of Schedule A or equivalent and is engaged in:

- performing draughting, planning or technical duties which require the exercise of judgment and skill in excess of that required by an engineering associate at the C4 level; or
- possesses the skills of an Engineering Associate/Laboratory Technical Officer—Level I in a technical field and exercises additional skills in a different technical field; or
- is a laboratory employee who, with limited supervision, applies the full range of laboratory skills to individual projects and is involved in the supervision and training of other laboratory workers; or
- is a laboratory employee who applies specialised technical skills, in addition to the full range of laboratory skills, to specific projects with minimum supervision.

#### A.3.15 Wage Group: C2(a)

##### (a) Leading Technical Officer

(i) A Leading Technical Officer means an employee who works above and beyond an Engineering Associate/Laboratory Technical Officer—Level II at the C3 level and has successfully completed a national advanced diploma or equivalent and sufficient additional training so as to enable the employee to perform work within the scope of this level. An employee at the C2(a) level is able to perform or coordinate work in more than one engineering, scientific or technical field, or performs duties in a technical, engineering or scientific field which requires the exercise of judgement and/or skill in excess of that required of an Engineering Associate/Laboratory Technical Officer—Level II.

##### (b) Principal Engineering Supervisor/Trainer/Coordinator

(i) A Principal Engineering Supervisor/Trainer/Coordinator means a Supervisor/Trainer/Coordinator who has completed a national

advanced diploma or equivalent of which at least 50% of the competencies are in supervision/training and who when engaged at this level:

- possesses a sound knowledge of occupational health and safety, industrial relations, and communications processes and is able to use this knowledge in training and leading the work of others;
- possesses a general knowledge and awareness of the administrative, business, and marketing strategies of the enterprises.

**(ii)** Indicative of the tasks which an employee at this level may perform are as follows:

- plans, writes and delivers training programs for all engineering/production employees, apprentices, trainees, trade and lower technical levels;
- plans and directs the work of engineering/production employees especially in new work organisation environments (e.g. group work arrangements, CIM production techniques).

#### A.3.16 Wage Group: C2(b)

##### Principal Technical Officer

(a) A Principal Technical Officer works above and beyond an employee at the C2(a) level and has successfully completed sufficient additional training to enable the employee to perform work within the scope of this level in addition to a national advanced diploma or equivalent. Within organisational policy guidelines and objectives a principal technical officer:

- (i)**
- performs work requiring mature technical knowledge involving a high degree of autonomy, originality and independent judgment;
  - looks after and is responsible for projects and coordinating such projects with other areas of the organisation as required by the operation of the organisation;
  - is responsible for the coordination of general and specialist employees engaged in projects requiring complex and specialised knowledge;
  - plans and implements those programs necessary to achieve the objectives of a particular project;
  - in the performance of the above functions, applies knowledge and/or guidance relevant in any or all of the fields of designing, planning and technical work as required by the

operation;

- operates within broad statements of objectives without requiring detailed instructions; or

(ii)

- performs work at the above level of skill in a particular technical field;
- has as the overriding feature of their employment the ability to perform creative, original work of a highly complex and sophisticated nature;
- provides specialised technical guidance to other employees performing work within the same technical field.

(b) In a laboratory, a Principal Technical Officer will exhibit and use technical principles, research and development skills as well as interpersonal/supervisory skills in the co-ordination of a specialist laboratory team.

#### **A.4 Indicative Tasks for employees covered by clause** Error! Reference source not found.

A.4.1 For an employee covered by clause **Error! Reference source not found.** the following indicative tasks identified for a particular classification are to be used as a guide in classifying the employee. These tasks operate in conjunction with clauses A.1–A.3.

A.4.2 For the purposes of clause A.3.4 (level C13) the following are the indicative tasks which an employee at this level may perform:

- assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
- repetition work on automatic, semi-automatic or single purpose machines or equipment;
- basic soldering or butt and spot welding skills or cuts scrap with oxyacetylene blow pipe;
- use selected hand tools;
- boiler cleaning;
- maintains simple records;
- repetitive packing in standard containers;
- uses hand trolleys and pallet trucks;
- assists in the provision of on-the-job training;

- non-trades cleaning up of wooden floors, punching of nails and sanding of wooden floors by machine or hand and/or application of all types of sealers and plastic coatings on wooden floors.

A.4.3 For the purposes of clause A.3.5 (level C12) the following are the indicative tasks which an employee at this level may perform:

- operates flexibility between assembly stations;
- operates machinery and equipment requiring the exercise of skill and knowledge beyond that of an employee at level C13;
- non-trade skills;
- basic tracing and sketching skills;
- receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold), documenting and recording of goods, materials and components;
- assists in the provision of on-the-job training;
- basic inventory control in the context of a production process;
- basic keyboard skills;
- advanced soldering techniques;
- boiler attendant;
- operation of mobile equipment including fork-lifts, overhead cranes and winch operation;
- ability to measure accurately;
- assists one or more tradespersons;
- welding which requires the exercise of knowledge and skills above level C13;
- operate (i.e. serve as a burner of) a single tunnel kiln or a downdraft kiln;
- sewer and/or gluer and/or seamer of carpets, linoleums or other coverings;
- powder coating and tinting under supervision.

A.4.4 For the purposes of A.3.6 (level C11) the following are the indicative tasks which an employee at this level may perform:

- uses precision measuring instruments;
- machine rigging (certificated), setting, loading and operation;
- inventory and store control including licensed operation of all appropriate materials handling equipment, use of tools and equipment within the

scope of basic (non-trades) maintenance, and computer operation at a level higher than that of an employee at level C12;

- intermediate keyboard skills;
- basic fault finding skills;
- performs basic quality checks on the work of others;
- licensed and certified for fork-lift, engine driving and crane driving operations to a level higher than level C12;
- assists in the provision of on-the-job training;
- has a knowledge of the employer's operation as it relates to production process;
- lubrication of production machinery equipment;
- operate (i.e. serve as a burner of) more than one tunnel kiln;
- operates a multipress complex;
- operates a FEL (clay and ceramics industry) in excess of three cubic metres;
- bulk paint tinting and resin manufacturing.

A.4.5 For the purposes of clause A.3.7 (level C10) the following are the indicative tasks which an employee at this level may perform:

- approves and passes first off samples and maintains quality of product;
- works from production drawings, prints or plans;
- operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of training;
- can perform a range of maintenance functions including removing equipment fastenings, use of destructive cutting equipment, lubrication of production equipment, and running adjustments to production equipment;
- operates all lifting equipment;
- basic production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- understands and applies computer techniques as they relate to production process operations;
- first class engine drivers' certificate;
- high level stores and inventory responsibility beyond the requirements of an employee at level C11;

- assists in the provision of on-the-job training in conjunction with tradespersons and trainers;
- has a sound knowledge of the employer's operations as it relates to the production process.

### **Who Can I Contact for More Information and Assistance?**

If you would like to discuss any concerns you may have in relation to issues of employment or any other employment related issues you may have, please contact:

#### **John Tamplin**

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Remember to call us if you need some help, we do not normally charge for phone advice.