



POSITION DESCRIPTION
Trade Assistant - Workshop
Doomadgee Aboriginal Shire Council

TITLE : Trade Assistant - Workshop
AWARD: Queensland Local Government Industry Award – State 2017
CLASSIFICATION: Division 2, Section 2 Engineering & Electrical/Electronic Services Level C14
DEPARTMENT: Workshop
LOCATION: Doomadgee
PROGRAM: Engineering Services

Job Summary	This position is to facilitate the effective, innovative, engaging and relevant activities to engage youth and young people in Doomadgee.
Reports to:	Workshop Manager
Supervises:	n/a
Accountability:	This position is accountable to the Workshop Manager and Director of Engineering
Position Scope:	This position requires that you work as part of a team in general workshop duties assigned by the Mechanic and Workshop Supervisor.
General Conditions of Employment:	<ul style="list-style-type: none">• A satisfactory Criminal history check• Be an Australian permanent resident• Hold a current drivers' license• Engage in ethical conduct at all times• Work within the organisations policies including complying with Council's Code of Conduct and Workplace Health and Safety requirements and procedures.
Duties and Responsibilities:	<ol style="list-style-type: none">1. Maintain a clean and tidy workshop2. Daily servicing of plant and equipment under the guidance of Workshop Manager3. Provide assistance to mechanics as required and seek clarification when necessary4. Complete tasks as directed by the Workshop Supervisor or Mechanic with regard to skills and knowledge5. Timely completion of tasks and follow safe work practises and report any hazards and incidents6. Ensure the safe use, storage and maintenance of all tools and equipment and report issues to Workshop Manager and Mechanic7. Actively participate in regular toolbox meetings and attend training as directed by Supervisor <p><i>These statements are intended to describe the general nature and level of work being performed by the incumbent of this role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.</i></p>
Selection Criteria:	<p><i>Essential</i></p> <ul style="list-style-type: none">• Ability to effectively communicate with engineering staff and supervisors• Experience repairing and trouble-shooting mechanical problems with plant and equipment• Ability to work with minimal supervisor and as part of a team to achieve positive outcomes• Strong interpersonal and communication skills• Good problem-solving skills• Manage and ensure safe work practises at all times

	<p>Desirable</p> <ul style="list-style-type: none"> • Computer literacy using Microsoft Office applications • General understanding of local government operations
Key Performance Indicators	Key Performance Measures
	<ol style="list-style-type: none"> 1. Reliability – positive feedback from supervisors and punctual commencement and finish at work. Minimal time taken to complete set tasks 2. Quality of work – Minimal number of repairs that need to be reworked and no confrontation with council staff 3. Team work – prompt response to assigned work tasks and no breaches to Council policies and procedures 4. Safety – appropriate safety PPE to be worn and safe work practises followed. 5. Communication – attends regular meetings and training as directed. Advise supervisor regarding the maintenance of workshop equipment and tools
WHS Responsibility Statements	All employees have a legal obligation to comply with statutory WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.
Responsibilities include:	<p>These statements (responsibilities) apply to all employees, including permanent, part-time and casual employees.</p> <ol style="list-style-type: none"> 1. Being aware of the WH&S System 2. Performing all work and associated functions in a safe manner. 3. Complying with all documented WH&S policies, procedures, work instruction, and verbal instructions issued by the organisation or its officers. 4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation. 5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures. 6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally. 7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage. 8. Attending any toolbox, team talks or specific training. 9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures. 10. Working in a manner that will not endanger themselves, other employees or the general public.
Staff acknowledgement:	<p>I, _____ acknowledge and agree to the above position description. Employee's Name: _____</p> <p>Employee's Signature _____ Date _____</p>