

POSITION DESCRIPTION

TRADES ASSISTANT HD FITTER

D/24/0000***

Band Level: Level 3 - 5 MRC Enterprise Agreement as varied from time to time

Business Unit: Operations

Responsible to: Workshop Supervisor

OBJECTIVE:

The objectives of the role are to:

- To learn the trade and skills of a Heavy Duty Mechanic for the maintenance of Councils Fleet and Plant.
- Work with a positive customer focus at the Tamala Park Workshop and wider operational areas.
- Assist in applying base mechanical trade skills and knowledge that assist in the maintenance and operations activities of the Workshop.
- Ensure that Work Health and Safety (WHS) and Environmental obligations are met through personal compliance with legislation, policies and guidelines.
- Ensure that performance meets with organisational procedures.
- Contribute to team effectiveness through participation and cooperation.
- Keep Workshop Supervisor informed on matters required for the maintenance of Council's fleet, plant and equipment and effective operation of Council's workshop.
- To ensure the workshop and associated equipment is kept in a safe, clean and tidy condition.

REQUIREMENTS OF THE JOB

Essential Skills

- Communication skills, written and verbal to complete routine forms.
- Basic computer skills including mechanical service data entry.
- Basic numeracy skills, having the ability to use these skills with weight, volume and distance measurements.
- Good skills and understanding of using different mechanical tools and hand held machinery used in a mechanical workshop environment.
- An understanding of appropriate work practices including WHS requirements, license provisions, equipment manuals and workplace procedures.
- Ability to read and comprehend instructions, memos, general correspondence and apply common sense to carry out instructions.
- Ability to perform assigned tasks with minimal supervision.
- Ability to identify colours i.e. electrical tags.
- Current drivers licence

Essential Knowledge

- Be able to demonstrate a knowledge and understanding of mechanical and or electrical components.

- Be physically capable of working in confined and awkward spaces.
- Developing knowledge of workshop procedures.
- Developing knowledge with the use and maintenance of workshop equipment.
- Demonstrate the ability to interpret knowledge and skills of the mechanical services trade.
- Strong work ethic, display a positive attitude.
- Knowledge of hazardous items.
- Knowledge of Customer Service requirements
- Working knowledge of WHS requirements and the ability to work in a safe and efficient manner

Interpersonal Skills

- Ability to present information verbally in a one-on-one situation and small groups.
- Ability to work both autonomously and within a team.
- Demonstrate a can-do attitude to work.

Desirable Qualifications / Certificates

- Experience working as a trades assistant, mechanic or fabricator.
- Pre-Apprenticeship Course (desirable)
- Hold a current national Manual "HR" class driver's licence (desirable)
- Forklift Ticket (desirable)

Physical Working Conditions

- This role entails heavy and at times labour intensive work in hot and uncomfortable conditions. The candidate must display and retain a level of fitness that will enable the candidate to consistently perform tasks to a required standard without jeopardising their own health and safety.
- Perform overtime at short notice and assist other work groups with repairs and maintenance of council owned and operated assets.
- Ability to be able to pass a pre-employment medical examination
- Able to work in environmentally adverse conditions (e.g. there may be a requirement to handle, clean, bury or remove hazardous items)
- Able to wear all PPE as required and necessary for personal safety
- Able to stand for lengthy periods, perform manual handling tasks including pushing and pulling, and walking on uneven ground surfaces.

KEY DUTIES/RESPONSIBILITIES

Repairs – Under Mechanical Supervision

- Carry out repairing of plant and equipment
- Examination of vehicle and machinery systems
- Identification and repair of faults in vehicles, machine components and systems
- Implementation of diagnostics tests and diagnosing defects
- Identification of repairs required through unfair wear and tear
- Interpretation of data and technical information
- Attend vehicle breakdowns and conduct roadside repairs as necessary
- Gas and electrical welding as required
- Liaising with relevant personnel for the supply of parts and equipment

Service – Under Mechanical Supervision

- Carry out servicing of plant and equipment
- Carry out routine inspections, condition reports indicating if uneconomical to repair
- Liaising with relevant personnel for the supply of parts and equipment

Cleaning

- Carry out servicing of plant and equipment
- Carry out routine inspections, condition reports indicating if uneconomical to repair
- Liaising with relevant personnel in regard to the supply of parts and equipment

Outcome: Service Management

- To ensure the safety of customers using facilities and in compliance with area requirements
- Assist qualified trades staff to ensure that Council's plant and equipment is repaired and/or maintained in accordance with industry best practice, statutory obligations and Council Policy and Procedure to meet operational requirements
- Assist with programmed maintenance of Council's light plant, vehicles, heavy machinery and plant to ensure these assets are reliable, safe to operate and provide maximum life cycle and return on investment to Council.
- Assist in the diagnosis and fault finding in plant and equipment when required;
- Assist in the reporting and maintenance of records relating to the servicing and repair of all vehicles, plant and equipment, as required.
- Assist with collection and delivery of parts and equipment.
- Complete specific tasks as allocated by supervisor/manager to the required timeframe and standard.
- Collaborate effectively to the team ensuring efforts are aligned toward achieving team goals.
- Maintain a high standard of housekeeping ensuring all tools, materials, equipment and vehicle re used and maintained appropriately.
- Attendance at all scheduled training and knowledge sharing seminars.
- Achieve minimum competency requirements and standards of relevant off the job training.
- Ensure safe site working procedures in accordance with the requirements of the WHS Act and associated regulations
- Carry out any other functions in accordance with skill base.

Outcomes: Customer Service

- Liaise with all Council's customers in a professional and harmonious manner in line with our Customer Service Charter
- Recognise that Council has internal customers and that these customers deserve to be treated with respect and assistance by each other and from Management

Outcome: Human Resource

- Participate in the employee performance review with manager.
- Promote a positive culture amongst staff in a supportive and participative environment.
- Adhere to the personal behaviour, honesty and integrity standards as described in the MRC Code of Conduct.

Outcome: Risk Management

- Report all environmental and safety accidents, incidents and hazardous situations arising in the course of work.
- Act in an environmentally sustainable manner throughout the course of your duties.
- Comply with relevant sections of the Site Management Plan.
- Understand and implement emergency procedures when required.
- Contribute to the review and updating of internal business processes (SWP's & SWMS & SOP's)
- Renew and maintain compliance towards your drivers and forklift license, notify management of any non-compliance immediately.

General Responsibilities

- Works under the general direction of the Workshop Supervisor and Workshop Welder..
- Adhere to the Council's policies, procedures and management practices as amended from time to time.
- Contribute to the development and attainment of relevant departmental business goals and objectives.
- Ensure that the capture of correspondence (electronic and paper based) and documentation relevant to specific work area complies with WA State Records Office legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Executive Operations Manager
- Waste Management Coordinator
- Fellow workers in the conduct of duties in a safe and considerate manner.
- Customers, to ensure safe behaviour on the site.

EXTENT OF AUTHORITY:

- Employee to act as an authorised officer to the extent only as required by current by-laws, and other Council instructions, in relation to behaviour of other personnel on the site.
- To provide direction and, where necessary, assistance, to all users of the facility.

This position may give direction (either directly or indirectly) to:

- Customers
- Contractors