



Croydon Shire Council

Position Description

Position Title	Trade Assistant
Department	Infrastructure
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream B, Operational Services – Level 5; plus, relevant allowances
Position Type	Casual
Reports To	Workshop Leading Hand

Position Objective

To support the maintenance and operational teams by providing general labour assistance, equipment handling, workshop support, and upkeep of depot facilities. The role contributes to the efficient daily operations and a safe, organised working environment.

Duties and Responsibilities

1. Provide workshop support, assisting trade and maintenance staff with general labouring tasks.
2. Ensure general maintenance of a clean, tidy, safe and organised work environment in the Workshop and Depot including Machinery and Plant equipment.
3. Take directions from Workshop Leading Hand/Vehicle Mechanic.
4. Provide coverage to the stores function.
5. Support mechanical and maintenance activities, keeping machines and equipment in service.
6. Handle, organise and transport equipment, tools and materials.
7. Removal of unwanted rubbish and materials from work areas.
8. Restocking consumables and supplies and collection of parts by vehicle as required.
9. Operating basic plant, machinery, tools and equipment in line with safety procedures, Council policy and consistent with skills competence and training/qualifications/ license.
10. Undertake other duties as directed, consistent with skills, competence and training.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

General



- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure and guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

Essential

1. Genuine interest and passionate about assisting the team.
2. Proactive and able to work independently or part of a team.
3. Physically able to perform manual labour.
4. Good organisational skills with attention to detail and cleanliness.
5. Current class C driver licence.
6. Demonstrated work history.

Additional

Previous experience working in a depot, stores or workshop environment would be highly regarded.

Key Performance Indicators (KPI's)

1. Quality of works performed.
2. Completes tasks efficiently and within expected time frames.
3. Communicates well and works cooperatively with the team.
4. Compliance with Croydon Shire Council's Code of Conduct.
5. Contribution to the efficient and productive operation of the Local Government Organisation.

6. Performance of work and associated functions in a safe manner.
7. Compliance with Croydon Shire Council's Work Health and Safety Management System.



Selection Criteria

1. Genuine interest in assisting with trades and technicians.
2. Course in General Safety Induction Certificate – White Card.
3. Sound literacy and numeracy skills.
4. Ability to work safely.
5. Reliable and motivated to stay on task.
6. Operators' tickets for forklift etc.
7. Physically capable to perform the manual tasks as required.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer: Ms Jacqui Cresswell

Chief Executive Officer Signature _____

Date ____/____/____