

## POSITION DESCRIPTION

<b>Position Title:</b>	Trade Assistant	<b>Directorate:</b>	Infrastructure and Development
<b>Position Number:</b>	100876	<b>Department:</b>	Works
<b>Employment Status:</b>	Part-Time	<b>Section:</b>	Fleet, Workshop & Stores
<b>Employment Type:</b>	Fixed-Term	<b>Location:</b>	Works Centre
<b>Classification:</b>	Schedule B, Salary Point 5-6		
<b>Reports to:</b>	Fleet, Workshop and Stores Coordinator		

### PRIMARY PURPOSE:

To provide hands-on support to the Fleet, Workshop, and Stores team by assisting with the servicing and maintenance of council vehicles and equipment, supporting fabrication tasks, and ensuring safe and efficient daily operations. The role contributes to the smooth delivery of essential services by maintaining compliance with safety standards and supporting the broader Operations and Maintenance team.

### KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
<b>Workshop Operations</b>	<ul style="list-style-type: none"> <li>Support daily operations of the Fleet, Workshop, and Stores team</li> <li>Assist mechanics with servicing and repairing vehicles, plant, and equipment.</li> <li>Support welding and fabrication tasks as part of scheduled and ad hoc work.</li> <li>Help with the commissioning and decommissioning of fleet assets.</li> <li>Assist in processing insurance-related tasks for fleet and equipment.</li> <li>Coordinate external servicing of vehicles and machinery as needed.</li> <li>Deliver and distribute diesel fuel to work crews on site.</li> <li>Perform maintenance tasks such as painting bollards, poles, and line markings.</li> <li>Operate a forklift to assist with workshop and stores functions.</li> <li>Identify and resolve routine issues related to assigned tasks.</li> </ul>
<b>TeamWork</b>	<ul style="list-style-type: none"> <li>Collaborate with council staff and proactively share knowledge to help build and maintain skills and capability across the team.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Provide on-the-ground support to Operations and Maintenance teams to assist with the completion of scheduled activities.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>Take ownership and responsibility for delivering activities that benefit the community and align with council goals.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>Represent Council professionally, fostering positive relationships with internal and external stakeholders.</li> <li>Identify opportunities for innovation and continuous improvement in urban services.</li> <li>Stay current with industry best practices and legislative requirements relevant to the role.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to personal and team goals by engaging in ongoing professional development and meeting performance objectives.</li> <li>• Take ownership of work tasks, ensuring they are completed accurately, efficiently, and to a high standard.</li> <li>• Manage assigned tasks to ensure delivery on time, within budget, and in line with compliance and quality standards.</li> <li>• Support budget monitoring and contribute to the efficient use of resources.</li> </ul> <p>Support a diverse, inclusive, and safe workplace culture that prioritises the wellbeing of children, young people, employees, and the community.</p>
<b>Work Health Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Carry out all duties in line with GCC's code of conduct, values, policies, procedures, and relevant legislation.</li> <li>• Support daily team operations, including leading toolbox discussions, allocating tasks, and acting as the on-site first aid contact when required.</li> <li>• Operate equipment safely and efficiently, following all Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS).</li> <li>• Monitor and ensure compliance with applicable legislation, regulations, and standards; report and help address any non-conformances.</li> <li>• Assist in the investigation of incidents and accidents, contributing to root cause analysis and corrective actions.</li> <li>• Accurately complete required documentation, including pre-start checklists, hazard and incident reports, and site inspections.</li> <li>• Apply technical information from construction plans, specifications, and safety data sheets to ensure work is performed safely and correctly.</li> <li>• Maintain all required certifications and complete mandatory training and compliance requirements.</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- Nil

**LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- Full 'C' Car licence
- Full 'MR' Medium Rigid truck licence (or ability to obtain within 6 months of employment)
- LF Forklift Truck licence
- White Card

## KEY SELECTION CRITERIA:

- Demonstrated experience and knowledge in supporting mechanical, welding, fabrication, and stores/warehousing operations.
- Strong understanding of WHS legislation and practices, with demonstrated experience following Safe Operating Procedures (SOPs) in day-to-day tasks.
- Proven ability to work effectively within a team and adapt to changing work priorities and operational environments.
- Physically fit and capable of performing manual tasks in outdoor environments, including uneven terrain and varying weather conditions.
- Strong written and verbal communication skills, with sound literacy and the ability to manage time effectively to meet operational deadlines.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

- Internal:
  - The Trade Assistant reports to the Fleet, Workshop and Stores Coordinator on all operational and management matters.
  - The Trade Assistant takes directions from the Fleet and Workshop Officer on daily activities.
  - The role is a key contributor to the Fleet, Workshop and Stores Team and will liaise with employees of the Council.
- External:
  - The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

### We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

### We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	

