POSITION DESCRIPTION

TRADE ASSISTANT

Location: Prospect
Reports to: IMS Electrical Supervisor
Supervises: NIL
CHL Capability Band: #1

Primary Purpose:	To support the IMS team with undertaking general tasks, preparing equipment and ensuring work outcomes are completed efficiently and safely.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
Work Health & Safety:	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	Working within the IMS team the Trade Assistant will ~ 1. Assisting tradespeople and builders with general tasks 2. Undertake hands-on gardening, landscaping, maintenance and cleaning tasks 3. Ensure jobs are completed on time and to required standards 4. Operating machinery and using power tools 5. Cleaning, preparing and maintaining work sites and tools 6. Performing assigned duties independently 7. Ensuring tools and equipment are stored safely 8. Adhering to workplace health and safety guidelines 9. Interact effectively with customers and stakeholders to ensure quality Internal Maintenance Services are provided 10. Provide additional appropriate support to wider team and organisation
Technical Skills, Experience & Qualifications:	• Trade qualified in relevant discipline desired but not essential • Commitment to the right of every person to good quality housing • White card (or ability to obtain) • Current Driver's Licence (mandatory) • Satisfactory Police and Working With Children's Check
Key Capabilities:	**Quality –** Ensures that own work meets CHL's quality requirements. **Resilience –** Achieves work objectives, even in difficult circumstances whilst remaining positive and calm. **Teamwork –** Openly shares information, participates and contributes to team discussions and goals. **Proactive –** Takes action to avoid potential problems or minimise their impact. **Communication –** Presents messages in a clear and precise manner using appropriate language. **Listens, Understands, Adapts–** Listens carefully to others and ensures mutual understanding. **Engages with risk–** Displays an awareness of risk and works within approved processes and policies. Ensures identified risks are reported upon.