

### Trade Assistant - Position description

Type of employment:	Permanent Full-time
Location:	10 Ferguson Street, Kewdale WA 6105
This role reports to:	Workshop Supervisor

### Position Summary

Trade Assistant is responsible for helping and supporting Hydraulic Fitters and assisting with maintenance, repairs, rebuilds and test tasks of hydraulic attachments as well as for maintaining the TRS workshop and associated equipment in a safe, clean and tidy condition.

The goal is to drive service success that improves customer satisfaction, maximises customer retention and increases profitability.

### Responsibilities

The key responsibility areas of the role include:

- Assist Fitters with maintenance, repairs, rebuilds and test tasks of hydraulic attachments
- Operate all machinery, equipment and tools in a safely manner
- Maintain the TRS workshop and associated equipment in a safe, clean and tidy condition
- Cooperate with workshop team and share information across the organisation
- Provide service, advice and customer support in workshop and build positive relationships with customers
- General maintenance and workshop duties
- Follow all company's filed procedures and protocols as well as supervisor and manager's instructions

### To be successful for the role, you must have the following skills, experience and Qualifications:

- Relevant proven experience
- Customer focused
- Self-motivated and able to complete allocated work in a safe and efficient manner
- Proven commitment to safety and current Work Health and Safety Card / White card
- Reliable, hard-working and with initiative
- Forklift license and ideally rigging and crane experience

- Ability to pass drug & alcohol and pre-employment medical

### **Workplace Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct, and to abide by their duty of care provided for in the legislation.

- Follows workplace procedures and instructions to achieve good OHS practice
- Maintains tools, equipment and facilities to make sure of safe performance and good OHS practice
- Identifies and reports unsafe, unhealthy or hazardous working conditions
- Uses personal protective equipment as required
- Report any injury, hazard or illness immediately, where practical to their supervisor

### **Performance Goals**

- Deal with customers, suppliers and other employees professionally and in a timely manner at all times
- 'Right first time'
- Be a part of developing the collective skills and know-how of the TRS workshop team by sharing information and supporting others whenever the opportunity arises
- Effective and timely communication with the Spare parts and tools coordinator regarding workshop requirements for parts and tool to assist in maintaining the right mix and level of spare parts and tools in stock
- Compliant with Workplace Health and Safety
- Compliant with TRS procedures and policies