

# Position Description

## Trades Assistant/Labourer

### Position Details

<b>Position Title</b>	Trades Assistant/Labourer
<b>Classification</b>	EMRC Remuneration Band – Level 3
<b>Position Number</b>	A0066A
<b>Basis of Employment</b>	Full Time
<b>Team Name</b>	Operations – Red Hill Waste Management Facility Team

### Position Objectives

#### Key Objectives of Position

- Provide assistance in undertaking preventative maintenance, servicing, and repairs of landfill plant and equipment to manufacturers' specifications.

### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

## Key Duties/Responsibilities

### Position Responsibilities

- Assist with general workshop operations.
- Assist with the maintenance and servicing of landfill plant and equipment, light vehicles, trucks and tractors in accordance with manufacturers' specifications and appropriate industry standards.
- Undertake general labouring duties as required.

### Occupational Safety and Health (OS&H) Responsibilities

- Comply with all Statutory requirements.
- Take reasonable care to ensure their own safety and health whilst at work and that of others.
- Consult and cooperate with Management on matters of Occupational Safety and Health.
- Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
- Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
- Use personal protective equipment (PPE) as required.

### Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

### Position Requirements

#### Competencies

- Ability to work with limited supervision and also as an effective team member.
- Ability to prioritise work and complete tasks in a timely manner.
- Effective communication and interpersonal skills.
- Sound knowledge of safe working practices and procedures in a workshop environment.

#### Experience

- Previous experience as a Trades Assistant in a workshop environment.

## Qualifications

- Current and valid WA 'C' Class Drivers Licence (as a minimum).

## Organisational Relationships

<b>Responsible to</b>	A0047A – Heavy Duty Plant Mechanic A0064A - Site Supervisor (Landfill Operations) A0065A - Site Supervisor
<b>Supervision of</b>	Not Applicable
<b>Internal and External Liaison</b>	<b>Internal</b> All EMRC Management and Employees <b>External</b> Member Council employees Members of the general public Schools, educational institutions and research organisations Environmental community, not for profit and industry groups Relevant State and Federal Government departments and agencies Professional associations and communities of practice Suppliers, contractors and consultants

## Extent of Authority

- This position operates under direct supervision and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

## Selection Criteria

### Essential

- Previous experience as a Trades Assistant in a workshop environment.
- Sound knowledge of safe working practices and procedures in a workshop environment.
- Effective communication and interpersonal skills.

### Desirable

- Current and valid WA HR Drivers Licence

## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

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<b>Date Last Reviewed</b>	October 2020
<b>Reviewed</b>	Manager Human Resources
<b>Updated</b>	Manager Human Resources
<b>Approved</b>	Manager Human Resources