

# POSITION DESCRIPTION

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<b>Position Title:</b>	Trades Assistant – Electrical / Mechanical
<b>Position Number/s:</b>	INF-L62
<b>Employment Type:</b>	Full Time, Limited tenure (up to 2 years)
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>Classification:</b>	Engineering Tradesman C14 – Engineering Tradesman C11
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

Under general supervision, this position provides assistance with maintenance and improvement duties across the electrical/mechanical team associated with Council's water and wastewater systems, buildings and facilities. This position undertakes trades assistant duties as required, in order to ensure the provision of efficient and effective services to Charters Towers Regional Council.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Electrical and Mechanical Team Leader
Directly supervises:	Nil

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Under general supervision undertake a broad range of electrical/mechanical tasks related to Council's water and wastewater infrastructure as well as its buildings and facilities.
2. Undertake allocated tasks effectively and efficiently within established time objectives as required and directed.
3. Establish and maintain constructive working relationships within Council as a whole.
4. Effectively engage with community members and actively promote and adhere to compliance, safety requirements and Council Values.
5. Safely operate a variety of hand and power tools, plant and equipment.
6. Participate in the development and implementation of performance improvement initiatives.
7. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
8. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- General knowledge in electrical/mechanical services
- Ability to meet the physical requirements of the position.
- Ability to carry out tasks of a routine nature in accordance with established procedures.
- Sound understanding of confidentiality with the ability to work with sensitive information and maintain discretion.
- Demonstrated ability to safely and competently operate a variety of handheld tools, plant & equipment.
- Ability to work effectively under general supervision either individually or as part of a team.
- Good organisational skills, effective time management and the ability to determine work priorities within a team environment.
- Sound verbal and written communication skills.
- Sound computer skills with knowledge of the Microsoft Office suite of applications.
- Ability to participate in an after hours on call roster.

### | Education/Qualifications |

#### Essential:

- General Safety Induction Certificate (Construction Industry) “Blue/White Card”.

#### Desirable:

- Relevant industry qualifications or demonstrated experience.

### | Licences |

#### Essential:

- Possession of or ability to obtain a current Queensland ‘MR’ Class manual Drivers Licence.

#### Desirable:

- Possession and maintenance of a current forklift ticket.
- First Aid and CPR Accreditation
- Enter and work in confined space qualification.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires the incumbent to undertake field work that may be exposed to inclement weather.
- The incumbent must have ability to carry out the physical requirements of the position – manual handling, physical labour, entering confined spaces.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp overnight at Council regional centres.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Executive Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_