

# POSITION DESCRIPTION



## POSITION TITLE

**Apprentice Fitter and Turner**

## STATUS

4 year contract

## LOCATION

Taminda Hydraulics & Engineering Workshop

## REPORTS TO

Business Manager

## HOURS

7:30am – 4:30pm

## TAMINDA HYDRAULICS & ENGINEERING

Taminda Hydraulics & Engineering are the one stop shop for all hydraulic & engineering needs in the Tamworth area and continue to proudly serve a diverse range of customers.

## POSITION SUMMARY

The purpose of this role is to develop knowledge and skills to provide efficient, timely and cost-effective maintenance and repairs to hydraulic systems, a range of plant and vehicles, equipment, and agricultural systems, including the repair and fabrication of parts, while providing consistent quality customer service. As well as assisting the Tradesmen in providing safe and timely repair and maintenance of plant and equipment, ensuring the efficient and effective function of the workshop.

## KEY RESPONSIBILITIES

- Undertake study in Certificate III in Engineering – Mechanical Trade through TAFE.
- Successfully complete Certificate III in Engineering – Mechanical Trade within 3 years of start of the registered apprenticeship contract.
- Work as a team member to provide efficient and cost effective operations support in the maintenance and repair hydraulic systems, a range of plant and vehicles, equipment, and agricultural systems, including the repair and fabrication of parts and other workshop tasks.
- Establish and maintain effective working relationships, work independently with minimal supervision, be self-motivated and contribute positively within a team environment.
- Communicate at all levels in a professional manner whilst maintaining patience, clarity and empathy.
- Assist the Tradesmen where directed and required.
- Follow instructions and complete tasks allocated by the Tradesmen.
- Maintain customer service standards and organisational values.
- Keeping of appropriate worksheets, timesheets, accident reports and general records.
- Practice effective time management in all daily activities.
- Ensure that the workshop is kept in a clean and tidy state at all times.
- Ensure that tools and equipment are well maintained.
- Store plant, equipment and materials securely.
- Report any loss or damage to plant, equipment or materials.
- Ensure safe work practices, appropriate use of all safety equipment; including Personal Protection Equipment (PPE).

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## CONDITIONS

- Apprentice contract is for 4 years.
- Hours of work are Monday to Friday, 40 hours per week, 7:30am to 4:30pm, 15 minute morning break, and 1 hour meal break.
- Four (4) weeks annual leave per year.
- Superannuation paid in accordance with legislative requirements.
- Carry out work in a wide variety of environments – outdoors on worksites/indoors in the office.

## SELECTION CRITERIA

### ESSENTIAL:

1. Possess motivation and initiative and have a demonstrated interest in Hydraulics & Engineering, with the ability to listen and follow instructions and ask for help when necessary.
2. A willingness to develop skills and knowledge in this trade and a commitment to undertake and complete a Certificate III Engineering – Mechanical Trade at TAFE.
3. Possess effective verbal and written communication skills with a clear understanding of confidentiality and discretion.
4. Be able to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
5. Possess organisational and time management skills, including proven ability to manage competing priorities, with the ability to problem solve.
6. Demonstrated basic understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
7. Have completed school studies to Year 10 or equivalent.
8. Demonstrated understanding of and commitment to the requirements of Work Health and Safety (WH&S).
9. Hold a current class C, P1 or P2 drivers licence or obtain licence as soon as old enough to apply.
10. Hold a current WorkCover NSW OHS Construction Induction Card.
11. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

I acknowledge and understand the requirements of the role as contained within this position description.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_