



POSITION DESCRIPTION

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|--|--|----------------------------------|---------------------------|--|-------------------------|
| Position: | Maintenance Trade Assistant | | | | |
| Department: | Maintenance | | | | |
| Reports to: | Maintenance Supervisor | | | | |
| Direct Reports | Nil | | | | |
| <p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p> | | | | | |
| Position Purpose: | | | | | |
| The Maintenance Trade Assistant is responsible for the maintenance of plant, equipment and buildings ensuring all tasks are performed in a safe, productive and cost-effective manner. | | | | | |
| Key Result Area: | Specific Tasks: | | | | |
| Maintenance Operations | <ul style="list-style-type: none"> Conduct and carry out the maintenance of plant, equipment and buildings as specified on the work order Conduct and carry out schedule preventative maintenance Operation of plant and equipment Report on workshop inventory Provide 24-hour support to staff and farm in alarm and emergency situations Be available for on call roster as required | | | | |
| Administration and Reporting | <ul style="list-style-type: none"> Maintain maintenance records on MEX Assist with preparation and communication of daily maintenance report Maintain Standard Operational Procedures for plant and equipment across the farm Report on maintenance stocktakes, inventory and goods Follow OH&S protocols and risk assessments for plant and equipment across the farm Adhere to company policies and procedures | | | | |
| Continuous Improvement | <ul style="list-style-type: none"> Attend all mandatory training and development as required Continue to develop both personally and professionally to meet developing industry standards Perform higher duties in the absence of Maintenance Supervisor | | | | |
| Health / Safety and Hygiene | <ul style="list-style-type: none"> Injuries, incidents, near misses and potential hazards are reported Instruct and supervise high risk duties where required | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position Number: FHT TAT - PD062</td> <td style="width: 50%;">Revision Date: 19/02/2021</td> </tr> <tr> <td>Position Name: Maintenance Trade Assistant</td> <td>Reviewed By: Jon Murphy</td> </tr> </table> | | Position Number: FHT TAT - PD062 | Revision Date: 19/02/2021 | Position Name: Maintenance Trade Assistant | Reviewed By: Jon Murphy |
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| | <ul style="list-style-type: none"> • Report any incident that may compromise food safety • Ensure safe storage of dangerous and hazardous goods • Ensure all employees are using correct PPE • Be an advocate for O H and S compliance • Adhere to the health and safety policies and procedures • Work shops /maintenance areas are kept neat and tidy |
| Person Specifications: | |
| Required Qualifications and skills | <ul style="list-style-type: none"> • Current Drivers Licence • Previous experience in a similar role |
| Desired Skills and Qualifications | <ul style="list-style-type: none"> • Basic Electrical Knowledge • Mig and Arc Welding Knowledge • Forklift Licence • EWP Ticket |
| Personal Attributes | <ul style="list-style-type: none"> • Demonstrated mechanical aptitude • Results and quality orientated • High attention to detail • Ability to work in a team environment • Demonstrated commitment to safety • Sound judgment and problem-solving skills • Good communication skills • Self-motivated, able to work with minimal supervision • Ability to work under pressure |
| Physical Specifications: | |
| | <ul style="list-style-type: none"> • Frequent working in a tropical climate with temperatures ranging from 23-35 degrees and humidity of 60-80% • Frequent working outdoors in seasonal temperatures ranging from minus 2 degrees to 45 degrees • Constant standing and walking • Working in direct glare • Working at heights of 4 to 10 metres • Frequent sitting when operating forklift or maintenance vehicles • Frequent requirement to climb on and off forklift and in and out of maintenance vehicles • Frequent and repetitive bending, neck movement, reaching above shoulders, climbing, pushing/pulling, squatting, kneeling, gripping action • Lifting of various weights and volumes • Ability to work in wet conditions • Able to wear all appropriate Personal Protective Equipment |

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is not an exhaustive of all duties and responsibilities. Murphy Fresh management reserves the right to amend and change responsibilities to meet business and organisational needs as required.

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