

Tradesperson's Assistant

Position Specifics

Department: Service

Reports to: Service Manager

Supervises: None

Purpose

General duties including maintenance and repairs, preparation and delivery of machinery and maintenance of Company buildings and surrounds.

Responsibilities

- Assisting Technicians with the assembly, repair, servicing and pre-delivery of equipment where directed.
- Preparing and detailing machinery for delivery.
- Assisting the workshop with repair jobs as directed.
- Maintaining cleanliness and maintenance of Company buildings including both internal and external and garden and lawn areas.
- Maintaining the yard and stock areas.
- Movement of stock and goods as required.
- Maintaining condition of vehicles, inventory, tools and equipment.
- Maintaining a clean work area and performing quality work.
- Assisting with the preparation of field days and customer events.
- Assisting with the safe loading and unloading of machinery onto vehicles for transportation.
- Completing all documentation required in conjunction with work assignments.
- Abiding by all Company policies and procedures and lawful and reasonable directions.
- Following all workplace health and safety rules and regulations in performing work assignments and hazard monitoring.
- Other general duties, maintenance and repairs as directed.
- Operating a forklift.

Requirements

- Safety focused and able to model safe work practices.
- Attention to detail and good time management skills.
- Ability to work within timeframes and to meet deadlines.
- Solutions focused with a proactive approach to work.
- Ability to lift heavy items repeatedly.
- Ability to work effectively in a team environment and independently as required.
- Physically fit for the manual aspects of role with an understanding of correct manual handling procedures.
- Excellent written, verbal and interpersonal skills.
- Good personal hygiene and presentation.
- Ability to lift heavy items repeatedly.
- Punctual and reliable.
- Valid driver's licence.
- Valid forklift licence.