

Tradesperson's Assistant

Position Specifics

Department: Service

Reports to: Service Manager

Supervises: None

Purpose

General duties including maintenance and cleaning of Company buildings and surrounds and preparation and detailing of machinery.

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.
- Transporting machinery and equipment to and from Company locations, customers, events and distribution centers.
- Inspecting the truck for mechanical and safety issues and organising preventative maintenance to avoid any safety issues.
- Planning routes and meeting delivery schedules.
- Maintaining documentation, including logs, timesheets and records of any safety incidents.
- Complying with truck driving rules and regulations (size, weight, route designations, parking and break periods).
- Observing safety requirements when loading and unloading machinery and equipment.
- Ensuring machinery and and equipment are stowed and secured correctly to prevent loss or damage.
- Ensuring weights comply with load limitations and ensure safe distribution of weight.
- Collecting and verify delivery instructions.
- Reporting defects, accidents, hazards or violations.
- Ensure Company truck is maintained in a clean condition, both internally and externally.
- Other general duties, maintenance and repairs as directed.
- Operating a forklift.

Requirements

- 2+ years' proven work experience as a truck operator.
- Valid driver's licence.
- Valid forklift licence.
- Valid HR or HC licence, with clean driving record.
- 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 work effectively in a team environment and independently as required.
- Excellent written, verbal and interpersonal skills.
- Punctual and reliable.
- Good personal hygiene and presentation.
- Ability to drive long hours and travel regularly.
- Ability to lift heavy items repeatedly.
- Physically fit for the manual aspects of role with an understanding of correct manual handling procedures.
- Good knowledge of the geographical area and local roads around the area.