



## POSITION DESCRIPTION

### Our Values



<b>Position title:</b>	Trades Assistant
<b>Trim Reference:</b>	ED22/38713
<b>Position code:</b>	TBA
<b>Section:</b>	Parks and Open Spaces
<b>Position reports to:</b>	Team Leader Open Spaces
<b>Salary grade:</b>	Grade 6
<b>Staff management:</b>	Nil
<b>Budget responsibility:</b>	Nil

### Primary function of the role:

The Trades Assistant is an important member of the Civic Services Section with Council's Infrastructure Services Directorate. The position sits within the Parks and Open Spaces department.

The primary objective of the Trades Assistant is to assist with inspections, repair, and maintenance of recreational assets.

### Work Health and Safety:

This position has been identified as an Officer under the *Work Health and Safety Act 2011*, therefore you are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site-specific requirements and instructions.

### Person Description

The right person for this role will:

- Be self-motivated, proactive, observant, and aware
- Be a team player
- Embody Council's values Contribute to a safe and secure working environment where honest behaviour, trustworthiness and open communication is encouraged and valued.
- Produce consistently high-quality workmanship
- Contribute to a safe and secure working environment where honest behaviour, trustworthiness and open communication is encouraged and valued.

**The Trades Assistant:**

- Has the skills, capability, and willingness to analyse problems, evaluate alternatives with a focus on collaborative problem solving.
- Has ability to operate machinery to manage tasks within the role.
- Can read and follow instructions from Supervisors.
- Undertakes handyman responsibilities
- Undertakes routine parks and playgrounds inspections and records them in the REFLECT management system.
- Identifies and records defects and risks when undertaking routine inspections.

**Key responsibilities and performance goals:**

Responsibilities		Accountability
Work Health and Safety	Follow defined work health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of the public and others in the workplace.	<ul style="list-style-type: none"><li>• An engaged workforce fostering a culture of safety and behaviour based on safety principles.</li></ul>
Best Practice and Benchmarking	Lead the team to achieve excellence through the establishment, management and monitoring of financial systems, processes, standards, and service delivery benchmarks.	<ul style="list-style-type: none"><li>• Establish, monitor, and review financial benchmarks to meets budget objectives.</li><li>• Develop a team of skilled analysts that can provide monthly reporting, insights and scenarios for change using accurate data and forecasts. Lead policy and procedures that ensure implementation of clear recommendations for improvement.</li><li>• Continued improvement plan is created and implemented to ensure expectations/legislation and guidelines are upheld.</li></ul>
Service Delivery	Provide a level of service which meets the expectations of the community	<ul style="list-style-type: none"><li>• Align service delivery to meet current tasked schedules and rosters.</li></ul>
Communication and Consultation	Medium level of written, verbal, and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"><li>• Provide clear concise information.</li><li>• Implement conflict resolution and negation skills.</li><li>•</li></ul>

## **Entry Level Qualifications: Skills and Experience**

### **Qualifications, certificates and licences**

- Current Class C Driver's Licence.
- Current MR Drivers Licence (Desirable)
- Traffic Controller Ticket/Competence (Blue and Yellow Card)
- WorkCover Construction Induction Certificate (White Card)
- Current Playground Inspection Certificate (Visual and Operational) Comprehensive (Desirable)
- Chemical User Accreditation
- Certificate III Horticulture (Desirable)

### **Experience, skills and knowledge**

- Carpentry and joinery principles
  - Plumbing principles
  - Built Landscape Maintenance
  - Paving
  - Retaining wall construction
  - Playground repairs
  - Bollard installation
  - Painting
  - Minor building repairs
  - Softfall embellishment and replacement
  - Irrigation repairs
  - Landscape construction
  - High Pressure Cleaning
  - Trenching
  - Goal post and sleeve installation and erection
  - Parks and Gardens maintenance
  - Litter Collection
  - Ability to prioritise tasks
  - Identify and record defects
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