

POSITION DESCRIPTION

Trades Assistant (Mechanical)

Position	Trades Assistant (Mechanical)
Classification Level	Level 1
Location	Wadeye
Reports to	Mechanic

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

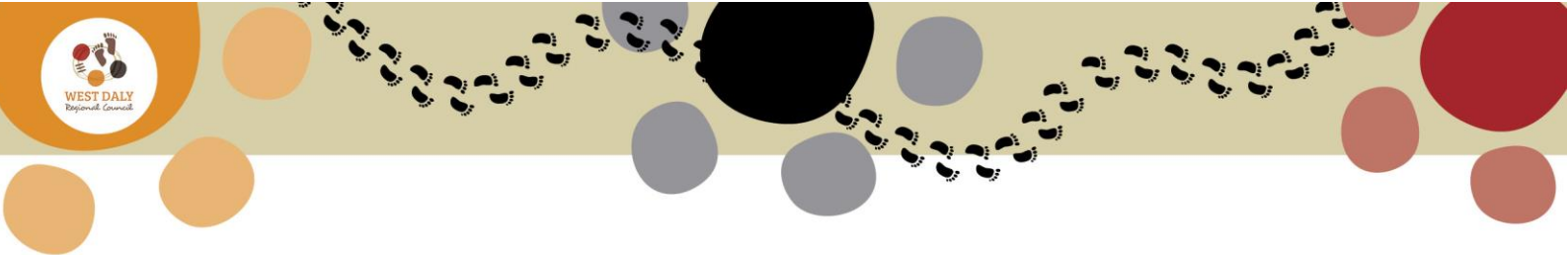
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION Aboriginal and Torres Strait Islander identified position

The Trades Assistant (Mechanical) is responsible for assisting the mechanics, conducting repairs and maintenance of Council plant and mechanical equipment and for maintaining the workshop and associated equipment in a safe, clean and tidy condition. The trades' assistant may also assist other trades or civil staff as directed.

ROLE RELATIONSHIPS

Internal	External
Carpenter	Community Organisation Representatives
Community Services Managers (all regions)	Government Representatives
All Council Staff	Community Members
Trades Assistant	Consultants and Contractors
	Council Suppliers

DUTIES

Primary Tasks

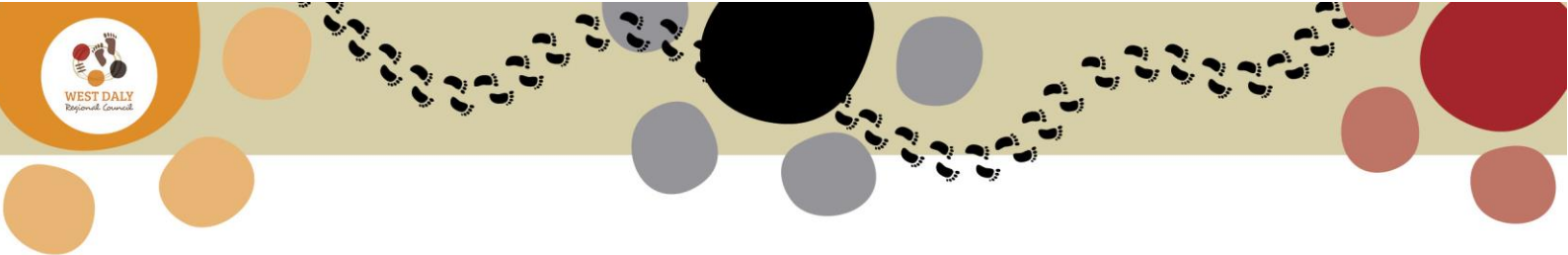
Works under the general direction of the Leading Hand Mechanic;

- Assist with general workshop operations
- Assist in repair and maintenance of heavy plant, light fleet vehicles, light machinery, minor and associated equipment to meet specified standards, timeframes and in the most cost effective manner according to maintenance schedules.
- Operate plant/equipment efficiently and safely to ensure satisfactory completion of assigned duties
- Assure quality of work is performed to a high standard in accordance with expected standards.
- Undertake general labourer duties as directed i.e.: assisting civil crews, other trades and completing administration tasks as instructed.
- Demonstrate care of equipment and tools
- Provide excellent customer service
- Cleaning of workshop and other duties as directed

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.



Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Carpenter (Wadeye).

SELECTION CRITERIA

Essential Qualifications & Experience

- Previous experience in a similar role (desirable).
- Previous mechanical experience.
- Demonstrated mechanical aptitude and the ability to learn and develop.
- Experience with Microsoft Word and Excel.
- Current National Criminal History Check.
- Current Northern Territory Drivers Licence.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

Knowledge, Skills & Abilities

- Ability to learn on the job and acquire the skills necessary to carry out the role of Trades Assistant.
- Self-motivated and shows initiative, take pride in own outputs.
- Understanding or ability to acquire the principles of operating in a safe manner.
- Basic Learning, Literature & Numeracy skills.
- Willingness to complete additional training together with learning skills on the job.
- Ability to work under general supervision.
- A team player.
- Good communication and interpersonal skills together with a friendly disposition.
- Ability to work with a culturally diverse range of people.



APPROVAL

Matthew Eastham

Matthew Eastham ASM
Chief Executive Officer

Dated: November 2021

Created	May 2021
---------	----------

Version	1.0
---------	-----