**Position Description**

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| **Title** | **Plumber’s Trade Assistant** |
| **Reporting to** | Plumbing Supervisor |
| **Salary Range** | $48,609.60 |
| **Liaises with** | All employees, suppliers and clients |
| **Type of Position & Hours of work** | Full Time  Monday to Friday  7:00am to 3:30pm and 2:30pm on Fridays |
| **Position Summary** | The role of the Construction Trade Assistant is to assist with the construction and maintenance of housing and other building projects.  1. Clean and prepare construction sites by removing debris and possible hazards.  2. Ensure all works are carried out in a safe, competent, timely and responsible manner.  3. Load and unload building materials to be used in construction.  4. Operate hand tools, equipment and vehicles.  5. Erect and dismantle scaffolding.  6. Work in cooperation with sub-contractors as required.  7. Ensure a safe worksite is maintained by complying with all relevant WHS practices.  8. Other duties as directed by the Manager, Carpenter or Team Leader. |
| **Essential Criteria** | * A knowledge and understanding of Work Health and Safety practices or the ability to acquire * The ability to work as part of a team of tradespersons and trade assistants. * An ability to use and maintain hand tools and other equipment. * Be able to complete physical work such as lifting, shifting, digging, sweeping, raking, cleaning and other labour intensive tasks. * Be able to follow reasonable directives to complete tasks as directed by the Construction Manager, Carpenters and Team Leaders. * Current NT driver’s licence. * Current First Aid Certificate or ability to acquire. * Current National Police Clearance or an ability to obtain. * Working with Children’s Clearance or an ability to obtain. * Current White Card or the ability to obtain one |
| **Desirable Criteria** | * Demonstrated knowledge of the construction industry; * Experience with infrastructure projects. |
| **Key Attributes** | * Ability to follow Policy and Procedures * Punctuality * Ability to carry out essential daily tasks * Ability to follow instruction * Willingness to learn * Ability to work autonomously and as a member of a team * Demonstrate initiative and be proactive * Sound thinking and problem solving * Commitment to efficiency * Excellent customer service etiquette * Attention to detail * An understanding of Work Health and Safety and risk management |

*The statements contained herein reflect general details, as necessary to describe the principal tasks of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including working in other functional areas to cover absences or relief, to equalise peak work periods, or to otherwise balance the workload. I acknowledge that the attached Key Performance Indicators (page 3 & 4) will be used to assess my performance in this position.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Julalikari Council Aboriginal Corporation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Description – Key Performance Indicators**

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| **Construction Trade Assistant** |

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| **Tasks and Responsibilities** | **Key Result Area/ Key Performance Indicators** |
| **Programs** | |
| Responds to the needs of the Construction Manager and Construction Team | *Engagement and feedback from stakeholders and team members* |
| Liaison with Cultural Team Leader | *As required* |
| Equipment Maintenance | *All equipment is maintained, pre starts completed, serviced regularly and records of servicing maintained and submitted on time as per instructions from the Construction Manager.* |
| **Administration** | |
| Ensure Job Cards are submitted in a timely manner after completion. | *To an accurate standard and on time.* |
| **General** | |
| Adhere to JCAC Polices & Procedure at all times | *Demonstrated* |
| Any other reasonable task as directed by my Manager | *Demonstrated* |
| **Teamwork** | |
| Display integrity and ethics consistent with the role within JCAC | *Strong work ethic is observed including respect for management, peers and direct reports* |
| Actively participate as a member of the team by undertaking all duties enthusiastically and cheerfully, maintaining a positive working relationship with management, employees and clients | Relationships with colleagues are impartial and objective ensuring that any conflict is dealt with appropriately and in an effective manner as per JCAC policy |
| Promotion of JCAC culture and values | Take the lead in demonstrating company values and promoting positive JCAC culture throughout the organisation |
| **Training** | |
| Attend training as requested | Attend paid and unpaid training |
| Punctuality for all meetings | Punctuality at meetings |
| **Financial** | |
| All financial requirements for the unit are met | Maintain compliance as requested from the Construction Manager |
| **Work Health & Safety** | |
| Follow all Work Health & Safety (WHS) policies and procedures and ensure employees operate safely and efficiently at all times | *Relevant forms and reports submitted to Executive Manager Community Services within 48 hrs of request* |
| Adhere to the vehicle use policy | *No breaches of the vehicle use policy are observed* |
| Attend toolbox meetings and regular WHS briefings | *Meetings attended and participation* |
| Complete and submit to the HR Office hazard and incident report forms when any hazards/ incident/ near miss occurs | *Forms completed within 12 hours of incident and 24 hours of hazard/ near miss* |

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