



POSITION DESCRIPTION

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| Position Title | Trades Assistant |
| Location | Workshop, 380 Alexandra St Parkhurst |
| Employment | Full Time Permanent employment will be offered on successful completion of a 6-month probation period |
| Manager | Workshop Manager |
| Remuneration | Commensurate with Experience |

ABOUT THE ROLE

Hopkins Brothers is a local supplier of Quarry Products, Landscaping Supplies, Rail and Civil Construction Services to Central Queensland and beyond.

Hopkins Brothers Workshop is responsible for the maintenance of our diverse fleet. The objective of the role of Trades Assistant in our Workshop is to assist in the maintenance of heavy vehicles, machinery and equipment in a safe and effective manner, to ensure reliability and safe operation of our fleet.

DUTIES & RESPONSIBILITIES

- Assist in the maintenance of heavy vehicles
- Assist in the maintenance of machinery and equipment, including front end loaders, excavators, graders, dozers, generators and quarrying equipment
- Inspect heavy vehicles, machinery and equipment for defects or required repairs
- Advise the Workshop Supervisor of required repairs to heavy vehicles, machinery and equipment
- Maintain maintenance repair logs and records
- Operate power tools and equipment in a safe and appropriate manner
- Assist in the preparation of preventative and predictive maintenance schedules
- Maintain an inventory of equipment and supplies
- Assist with ordering equipment, parts and supplies
- Maintain company records and documentation as instructed and in a timely and accurate manner
- General workshop and fleet housekeeping
- General laboring duties
- Other duties as directed by the Workshop Manager or Supervisor

OH&S RESPONSIBILITIES

- Abide by workplace health and safety regulations and workplace safety policies
- Abide by and promote safe work practices, including appropriate use of PPE
- Maintain safe working conditions
- Operate all vehicles, tools, plant and equipment in safe manner
- Report any hazards, risks or unsafe conditions to your supervisor
- Report any injuries and illnesses to your supervisor or First Aid Attendant
- Report any faulty tools, plant or equipment to your supervisor
- Do not proceed with any task you are not qualified to complete
- Do not proceed with any task that is not safe
- Comply with the OHSE Management Plan, and follow WMSs, JSAs and SWMSs where appropriate

QUALIFICATIONS

- OHS Construction White Card (*formerly known as Construction Blue card*)

SKILLS, KNOWLEDGE AND EXPERIENCE

- Knowledge or willingness to gain knowledge of heavy vehicle and/or machinery maintenance and repairs
- Knowledge of or willingness to gain knowledge of preventative/predictive maintenance scheduling and programs
- Knowledge of record keeping procedures
- Experience with Volvo and/or Caterpillar will be looked upon favorably

PERSONAL ATTRIBUTES

- Punctuality, reliability and flexibility
- Demonstrated commitment to safety
- Positive attitude
- Commitment to teamwork
- Availability for overtime
- Sound verbal and written communication skills
- Sound problem-solving and decision-making abilities