Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

APPLIED TRAINING ASSISTANT
Position Number: Various Level: ATA Grade 1-4
ANZSCO: 399918

JOB DESCRIPTION FORM

THE ROLE

Applied Training Assistants (ATAs) assist with the preparation of training activities being conducted at the FES Academy. They are involved in the design, construction, inspection and ongoing maintenance of training props as necessary, to ensure readiness for training activities.
ATAs also assist with the development and maintenance of stores and equipment supplied for training, including responsibility for the FES Academy store and contribution to the safety of the applied training environment.

REPORTING RELATIONSHIPS

ORG STRUCTURE

CAPABILITY
PROFESSIONAL DEVELOPMENT
APPLIED TRAINING

THIS ROLE REPORTS TO

Applied Training Officer (1082) Instructor

POSITIONS THAT REPORT TO THIS ROLE

Nil

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Supported by an extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

Employees are required to undertake all duties and responsibilities in accordance with the Department's Code of Conduct, Policies/Procedures and relevant legislation.

SPECIFIC RESPONSIBILTIES:

1. Assists with the preparation of training activities being conducted on the applied training ground at the FES Academy.
2. Assists with the design, construction, inspection and maintenance of training props, as necessary, to ensure readiness for training activities.
3. Assists with the management of Dangerous Goods on site.
4. Operates the safety control systems during applied training activities and acts as safety observer as required.
5. Ensures that applied training fuel levels are adequately maintained and that pumps, hydrant and filtration systems are operating satisfactorily.
6. Contributes to the maintenance of appropriate equipment and supply levels for training purposes.
7. Maintains the cleanliness and tidiness of the applied training facility, stores and other training areas as required.
8. Assists with the management of the FES Academy's vehicle fleet.
9. Assists with the training needs of all FES branches as required.
10. Operates site machinery including the forklift/tractor and workshop equipment and maintains all in a safe and functional working order.
11. Contributes to the safety of the applied training environment.
12. Undertakes other duties as directed.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL PREREQUISITES

1. Current driver's licence which must remain valid for the duration of employment. Heavy rigid licence required for Grade 4 (copy of licence must be provided with application).

ESSENTIAL CRITERIA

1. Ability to work effectively without supervision, as well as part of a team.
2. Awareness of safety requirements, standards and principles particularly within a high risk training environment including an awareness of Dangerous Goods and Occupational Health and Safety legislation.

DESIRABLE

1. Trade certification in Automotive Mechanics or Certificate II in Engineering or equivalent.
2. Demonstrated computer skills.
3. An understanding of ordering and stores processes.

POSITION INFORMATION

LOCATION:

Fire and Emergency Services Academy
547 Dundas Road
Forrestfield

SPECIAL CONDITIONS:

The Department is an emergency services organisation and employees in this position will be required to work regular weekends and evenings out of normal business hours.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

Authorised and signed by:

A/ASSISTANT COMMISSIONER
PROFESSIONAL DEVELOPMENT

Name: BRAD DELAVALE
Signature:
Date: 1/2/16

MANAGER
RECRUITMENT AND PAYROLL SERVICES

Name: Paul Critchison
Signature:
Date: 1/2/16

JDF REGISTRATION

This Job Description Form (JDF) was registered by

Name: SUE ECKES
Signature:
Title: RECRUITMENT COORDINATOR
Date: 1-FEB-2016