

JOB DESCRIPTION

Trades Technician

Level:	Level 2
Position Number:	40000629
Location:	Kalgoorlie
FTE:	1.0
Division:	Training Employment Pathways
Branch:	Industry Services
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Trades Technician provides support to the Industry Services portfolio and assists to maintain a safe workplace. They will ensure all tools, equipment, training aids and Industry Services workshops are maintained and kept in a serviceable condition. They will also purchase equipment, liaise with contractors and carry out general maintenance.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Portfolio Manager Industry Services	Kalgoorlie	Level 7
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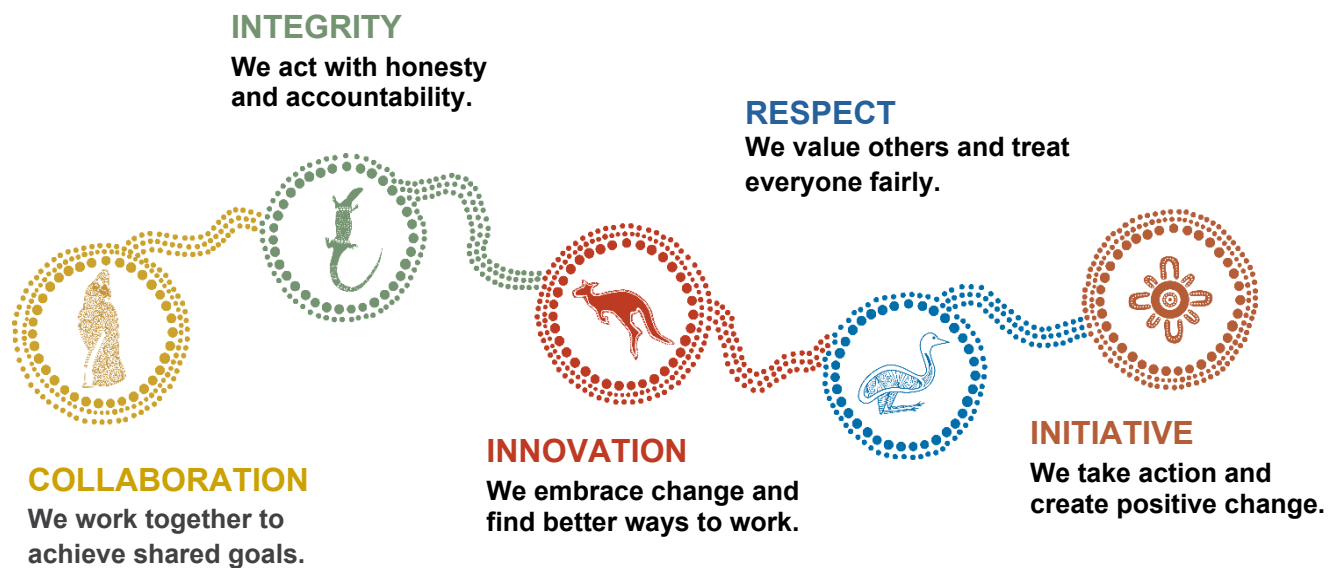
OTHER POSITIONS REPORTING TO ABOVE POSITION:

Head of Programs	Kalgoorlie	Level HOP
Lecturers	Kalgoorlie	Grade 1-9
Trades Technician	Kalgoorlie	Level 2
Portfolio Assistant	Kalgoorlie	Level 2
Administration Assistant	Kalgoorlie	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

OUR VALUES



KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Provide support to the Industry Services Portfolio.
- Maintain a safe workplace, ensuring equipment and tools are kept in a serviceable condition in line with safety standards.
- Assist in the preparation of training aids and materials as required.
- Ensure appropriate storage of supplies and resources
- Purchase equipment and resources for delivery as directed.
- Utilise delivery schedule to monitor resources and work in conjunction with lecturers to ensure resources are ready for use.
- Carry out general maintenance to plant and equipment.
- Work in conjunction with the Facilities team to aid in asset management and maintenance.
- Guide contractors onsite.
- Seek and provide technical advice and quotations for work requirements.
- Undertake minor projects related to the support of training improvements.
- General labour and maintenance activities.
- Other duties as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context of Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Demonstrated industrial experience or background in a trade area, with a broad range of manual skills.
- Proven ability to read and understand written instructions and apply safety principles, particularly in relation to the use of machinery.
- Sound verbal and written communications skills, with the ability to build and maintain positive relationships with internal and external stakeholders.
- Sound organisational skills, with proven ability to work both independently with minimal supervision and as part of a broader team in a flexible working environment.

DESIRABLE:

- Trade Qualification.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Karen Watts
A/Managing Director

24 March 2026

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.