

JOB DESCRIPTION

Trades Technician

Level:	Level 2
Position Number:	40000964
Location:	Technology Park, Geraldton
FTE:	1.0
Division:	Training Employment Pathways
Branch:	Automotive, Engineering & The Regions
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions

ABOUT THIS POSITION

The Trades Technician, based at Technology Park, provides support to multiple portfolios, primarily the Auto Engineering & the Regions and the Construction & Resources Industries portfolios, to assist with overall supervision of the site and maintaining a safe workplace. This role will ensure all tools, equipment, training aids and workshops are maintained and kept in a serviceable condition, along with purchasing equipment, liaising with contractors and carry out general maintenance of machines and equipment at the campus. Key duties and responsibilities also include Workplace Health and Safety (WHS) oversight and activities which supports training delivery outcomes of the team and College.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Portfolio Manager Automotive, Engineering & The Regions	Geraldton	Level 7
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Automotive Technician	Geraldton	Level 2
Engineering Technician	Geraldton	Level 2
Portfolio Assistant	Geraldton	Level 2
Head of Programs – Auto Engineering & the Regions	Geraldton	HOP
Lecturers	Geraldton	Grade 1-9

OFFICERS UNDER DIRECT RESPONSIBILITY:

NIL

OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

Technical and Delivery Support

- Liaises with Line Manager and delivery teams to establish requirements and prioritise material and equipment, in accordance with business needs and allocated budget.
- Delivers equipment and material to various work areas, as required (may be required to use a forklift and/or other specialist equipment).
- Ensures equipment and teaching materials are ready and available for use.
- Ensures equipment and teaching materials are dismantled and stored in accordance with college policies, procedures and delivery plans.
- Undertakes routine work area cleaning and general maintenance of building and equipment, in accordance with manufacturers specifications and College standards.
- Ensures equipment is allocated, tracked and stored, to minimise loss and damage.
- Purchases equipment and resources for delivery as directed.
- Works in conjunction with the Assets and Maintenance team to aid in asset management and maintenance.

- Guides contractors onsite.
- Seeks and provides technical advice and quotations for work requirements.
- Undertakes minor projects related to the support of training improvements.
- Undertakes general labour and maintenance activities.
- Acts as the area's Asset Custodian (where applicable) for annual Financial and Custodial Asset Stocktakes.
- Undertakes general oversight of the security of the campus.
- Other duties as required.

Workplace Health and Safety (WHS)

Works closely and cooperatively with the Line Manager and lecturers to ensure work areas, facilities, services and equipment are correctly identified, labelled, maintained, cleaned, serviced, stored and replaced, in accordance with the College's WHS requirements and manufacturer's specifications.

- Supports delivery outcomes by undertaking WHS observation duties during student practicals and workshop demonstrations.
- Promotes and demonstrates a culture of WHS.
- Undertake WHS compliance reporting, safety audits and checks in accordance with schedules.
- Prepares reports, submissions and recommendations, including obtaining quotations for asset and stock procurement as required.
- Contributes to the College's continuous improvement initiatives that support College goals.
- Supports the broader College team and initiatives as and when required.
- Act as a fire warden for the facility.
- Act as a first aid officer for the facility (negotiable).
- Act as a reptile handler for the facility (negotiable).

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context 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.
- Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.
- Well-developed computer skills, including a working knowledge of databases, record management systems, spreadsheets.
- Well-developed knowledge and experience in the application of Workplace Health and Safety (WHS).
- Possession or ability to obtain a Worksafe Forklift Licence (FL)

DESIRABLE:

- Ability to drive Civil Construction Machinery

OTHER REQUIREMENTS

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

CERTIFICATION

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



Joanne Payne
Managing Director

28 January 2025

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.