

Position Description

Position Title	Trade Assistant
Employment Status	Full time
Program/Service Area	Workshop
Location	Burpengary
Positions reporting to	Workshop Manager
Role review date	July 2025

POSITION OBJECTIVE:

To assist in the provision of an effective and efficient body service involving the repair and maintenance of the Company's vehicle fleet, equipment, and Plant, including Heavy Commercial type equipment, light fleet, and ancillary items as well as the provision of engineering and fabrication services.

RESPONSIBILITIES

KEY DUTIES/RESPONSIBILITIES

- Assist in the assessment fleet requiring repair for suitability for "in house" repairs
- Assist in the removal, repair and replacement of fleet panels, trims and interiors as required
- Repairing "in situ" external defects including rust, dents, chips, and scrapes
- Complete paint, panel and body repairs as required
- Complete rust repairs including minor to major rust removal jobs
- Cut and polish vehicles
- Complete yard and other duties as required
- Ensure work is done efficiently and in accordance with industry standards.

KNOWLEDGE AND ABILITIES

Skills

- Trade Assistant Fabricator/Welder with 2 years minimum trade experience.
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement, and enthusiasm.
- Demonstrated commitment to WH&S.
- Good communication skills (written and oral)
- Willingness to learn.

LICENSES/QUALIFICATIONS

Current Driver's License (Heavy Vehicle Preferred)

KEY RESPONSIBILITY AREAS

2	SAFETY & RISK MANAGEMENT	<ul style="list-style-type: none">• Effecting safety and risk mitigating activities (as identified in the Risk Register of the Contracted TransLink Rail Replacement Work Order) through sound planning and procurement practices whilst adhering to KBL's internal Safety & Risk Management procedures.
4	TEAM WORK	<p>Supporting colleagues and service delivery by:</p> <ul style="list-style-type: none">• Developing onsite coordination competencies of other staff through training/shadowing in Rail Replacement services coordination.