



POSITION: TRADESPERSON'S ASSISTANT

REPORTS TO: WORKSHOP MANAGER

EMPLOYMENT
STATUS: PERMANENT – FULL TIME

JOB SUMMARY:

Responsible to the Workshop Manager to assist to take care of our facilities through general cleaning & maintenance duties. Will also be required to assist technicians to perform mechanical duties, particularly servicing, brake & suspension overhauls & repairs.

KEY DUTIES AND RESPONSIBILITIES:

The key duties and responsibilities of this role include, but are not limited to:

- Assist qualified technicians to perform mechanical duties as required; general servicing of truck & trailers, brake overhauls, replacement of bearings & seals, suspension repairs, wheel alignments, tyre fitments and engineering.
- Ensure workshop is kept clean & free of clutter.
- Sweep & clean out pit areas.
- Ensure yard is kept tidy & free of litter.
- Clock on/off jobs as required.
- Complete Repair Order by writing up description of the job, any extra consumables etc.

QUALIFICATIONS AND EXPERIENCE:

- No formal qualifications required
- Current Driver's License

SKILLS AND ATTRIBUTES:

- Good communication skills
- Good organisational skills
- Self motivated
- Ability to work effectively within a team
- Ability to multi-task, prioritise and meet deadlines
- Willingness to support and demonstrate Tatiara Truck & Trailers core values
- Neat, clean appearance
- Availability to work rostered Saturday morning shifts

OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Code of Conduct

COMMERCIAL-IN-CONFIDENCE

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