

# POSITION DESCRIPTIONS



Issue: 1 Date: 03.03.20

Page 1 of 2 PD-036A

## TRAILER BUILDER TRADES ASSISTANT

### authority & responsibility

- Carry out tasks as directed by the Supervisor, Leading Hands and/or Team Leader.
- Report faulty materials that do not conform to the company's quality system, and report poor workmanship carried out by other staff
- Proper safe use of equipment, as trained and deemed competent

### HSE responsibilities

- If unsure about any task **STOP** immediately and consult your supervisor.
- Work in a safe manner without risk to themselves, others or the environment
- Comply with the HSE Program and procedures
- Report actual or potential problems and hazards
- Comply with procedures and health surveillance programs
- Report safety equipment or materials which are unsafe
- Use PPE and equipment as instructed, and report any damage
- Work safely to prevent risk or harm to visitors and contractors
- Participate in and contribute to meetings and programs
- Report any injury or near miss immediately to the supervisor
- Participate in rehabilitation and return to work plans
- Comply with maintenance and housekeeping requirements
- Comply with emergency and evacuation procedures
- Report spills and waste

### reports to

Supervisor/Team Leader

### required capability & experience

- Good Manual Dexterity with the Ability to use Tools and Machinery Mechanical Aptitude
- Able to Perform Manual Work
- Ability to read and interpret drawings and specifications.

### duties

- Assist in the fabrication and welding of trailer's, dolly's, components and fit out of Hydraulics, Air Systems and Electrics
- Follow instructions from tradespeople and perform other duties as required
- Prep and finish products by cleaning, grinding, chiselling or any other method required
- Use a range of methods to assemble parts such as screwing, bolting, welding and riveting
- Check and test work performed by themselves
- Maintain tools and equipment are in an efficient and safe operating condition

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Page 2 of 2 PD-036A

- Ensure that specified requirements for all work processes are met
- Follow safe work methods
- Carry out procedures to keep factory areas clean, neat and tidy
- Report non-conformance in work and materials and opportunities for improvement, to the Workshop Supervisor.