

Position Description

Position Title: Trades Assistant

Reporting to	Workshop Team Leader,
Liaises with internally	Managing Director, Administration, Workshop, Engineers, People & Culture, Chartered Accountant
Liaises with externally	Customers, Stakeholders
Purpose of the Position	The purpose of this role is to assist trades people with mechanical assembly, fitting, and maintenance of components and equipment across various metalworking and fabrication tasks. This position is suited to a hands-on individual with proven experience in drilling, fitting, and working with metal, who may not hold formal trade qualifications but demonstrates strong technical ability, a passion for mechanical work, and a commitment to safety and quality. The Trades Assistant will contribute to the efficiency and reliability of workshop operations through precise workmanship, problem-solving, and teamwork.
Essential Criteria	<ul style="list-style-type: none"> • Ability to communicate effectively, both orally and in writing • Demonstrated ability to establish effective and cooperative working relationships built on trust • Excellent organisational and time management skills • Comfortable making decisions independently • Experience as Fitter, Fitter and Turner or Fitter/Machinist highly desirable • Current drivers licence • Forklift licence is desirable
Behaviours/Values	Quality – Do it Once; Do it Right Respect – We value all people, opinions, abilities and qualities Integrity – Trust our service, people and products Teamwork – Where Everyone Wins Transparency – Dealing honestly and fairly with everyone Customer Focus – Your happiness is our success
Key Performance Indicators	<ul style="list-style-type: none"> • Working well as a team member • Punctuality • Prioritising work according to the schedule • Ability to complete an assigned task within the required time frame • High attention to detail • High level of communication with the Production staff and members of the Management Team • Compliance with all John Valves systems, standards, policies, and procedures • Complete preventative maintenance requests as per schedule

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Contribute to a culture that promotes the safety and well-being of all employees and adhere to all OH&S Policies.
- Display a positive attitude and be an active member of the team
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect.
- Lead by example at all times

Key Responsibilities for the Role

- Recondition work of Valves
- Set and Test Safety Valves
- Complete documentation of repair works
- Final coating and inspection of Valves
- Operate basic hand and power tools safely and effectively under supervision
- Support the assembly, installation, and maintenance of machinery, equipment, or components
- Positive approach to workplace safety
- Ensure that safety protocols are followed in all activities
- Maintains a safe and clean work environment in accordance with workplace health & safety standards
- Engage in on-the-job training and learning to develop skills relevant to the trade area
- Perform general labouring duties including cleaning work areas, handling materials and preparing job sites.
- Contributes to team effort by accomplishing related tasks as needed
- Other duties as directed by the Team Leader

Key Competencies

- Mechanical aptitude for workshop duties
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.

This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

Name:

Signature of Employee:

Date: