

POSITION DESCRIPTION TEMPLATE

(Site Employee)

JOB TITLE Trades Assistant

DIVISION Projects

REPORTS TO Supervisor

DATE 15/04/2021

POSITION DESCRIPTION

Position purpose The Trades Assistant supports the Projects Division to contribute to the

success of the company by providing support to the tradespeople at a

designated site.

Main responsibilities Core responsibilities:

• Model Benmax values and behaviours

Comply with relevant codes and standards including Benmax
WHSEO systems.

WHSEQ systemsParticipate in internal and external QA audits

 Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your

supervisor

 In the event of accidents or incidents, assist the supervisor to quarantine unsafe work areas, materials and equipment and

make the situation safe

• Participate in team meetings

Position specific:

- Receiving, handling and storing goods that are delivered
- Transferring goods between warehouse /yard and site
- General cleaning, preparing and maintenance of the site or warehouse
- Ensure the worksite and associated equipment is clean, safe, tidy and ready for use
- Liaise in a professional manner with site employees, subcontractors, suppliers and other project participants
- Ensure records, documentation and reports are completed as requested
- Resolve worksite issues quickly and effectively to keep work progress on track
- Use and maintain equipment correctly
- Advise the supervisor immediately of unsafe or potentially environmentally negative conditions or activities affecting the work area
- Report accidents, incidents and near misses to the supervisor
- Assist new site/workshop employees to recognise job hazards or environmental issues and follow required procedures

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.



Form HF02.5 **POSITION DESCRIPTION TEMPLATE** (Site Employee)

Knowledge, skills and abilities Level 4 core competencies (Site)

experience operating a forklift, excavator, material handler or similar

the ability to work independently and as part of a team

ability to understand and follow instructions

Qualifications a current forklift licence (preferred)

Experience Experience in a similar role