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|--------------------|------------------------------|------------------|------------------|
| <b>JOB TITLE:</b>  | <b>MECHANIC - APPRENTICE</b> | <b>STATUS:</b>   | <b>FULL TIME</b> |
| <b>REPORTS TO:</b> | <b>WORKSHOP MANAGER</b>      | <b>LOCATION:</b> | <b>DARWIN</b>    |

*By signing this job description, you acknowledge that you understand the duties associated with the position, you agree to perform those duties to the best of your ability, compliance with the duties is a condition of your employment, and your level of compliance will be periodically reviewed*

|                       |  |                   |  |
|-----------------------|--|-------------------|--|
| <b>DATE:</b>          |  |                   |  |
| <b>EMPLOYEE NAME:</b> |  | <b>SIGNATURE:</b> |  |
| <b>MANAGER NAME:</b>  |  | <b>SIGNATURE:</b> |  |

## SUMMARY DESCRIPTION

An apprenticeship is a process of learning a trade and gaining technical qualifications to perform that trade. As an apprentice mechanic at North Track Machinery, you are required to perform the same duties as a trade mechanic under strict supervision until you are deemed competent to work unsupervised.

**You must not perform works that you have not been trained to do**

During the term of your apprenticeship, you will be taught to and be expected to:

- TECHNICAL** - Deliver high standards of work that consistently meet or exceed customer, technical, and/or manufacturer specifications and standards
- PROFESSIONAL** - Demonstrate a professional, courteous, and respectful behaviour at all times
- COMPANY REPRESENTATIVE** - Contribute to achieving company goals and objectives
- TEAM MEMBER** - Participate as a proactive team member

## SUMMARY EXPECTATIONS

All North Track employees are expected to:

- ATTENDANCE & PUNCTUALITY** arrive at work before start time and ready for work
- APPEARANCE** maintain a neat and tidy appearance, ironed and clean work clothes/uniform
- FIT for DUTY** present for work fit for duty, positive attitude, and unimpaired by drugs, alcohol, or other ailments
- HOUSEKEEPING & ORDERLINESS** work cleanly, put things back, keep work area clean and tidy
- COMMUNICATION & PARTICIPATION** actively participate in discussions to improve QHSE standards
- TEAM WORK** work with other team members, set aside personal goals and opinions, do what is needed to achieve common goals
- RESPECT** treat others with respect, do not sledge, humiliate, or harass others
- STANDARD of WORK** consistently deliver high standard of work and compliant with technical specifications
- PRODUCTIVITY & TIMELINESS** complete tasks in a timely manner to required standards
- ABILITY & SKILLS** apply own technical knowledge & skills to a high standard
- QHSE** contribute to the company vision and values, comply with policies, procedures, and work instructions

## **SPECIFIC DUTIES**

### **PRE-DELIVERY**

- Conduct Pre-Delivery inspections and other tasks to ensure new products/equipment are working properly and safely before customer acceptance
- Complete predelivery inspection documentation accurately and in full
- Conduct road / sea trails in accordance with technical, quality, and safety standards.
- Assist in demonstrating product features and functions to customers or other team members as required

### **SERVICING**

- Conduct scheduled services and tune ups in accordance with product and technical specifications
- Conduct services in a clean and efficient manner
- Complete service records accurately, including job cards, service sheets, parts records, timesheets, or other documentation as required

### **REPAIRS & MAINTENANCE**

- Perform mechanical, electrical, and/or structural repairs and maintenance in accordance with relevant technical specifications and standards
- Read and interpret technical drawings, specifications, and standards accurately
- Perform works safely and in an environmentally responsible manner
- Overhaul and/or Rebuild Engines, Transmissions, Final Drives, and other Power Train equipment in accordance with manufacturer specifications
- Return customer asset/property in a clean and tidy condition, remove any oil, grease, hand marks, loose items, cable ties, drink containers, packets, paper, tools, or other debris

### **INSTALLATIONS & FIT OUTS**

- Install and fit out equipment in accordance with technical and manufacturer specifications and standards

### **FAULT FINDING & DIAGNOSES**

- Fault find, and diagnose mechanical and electrical problems accurately and thoroughly
- Use and maintain diagnostic equipment correctly and in accordance with manufacturer specifications

## GENERAL DUTIES

- Conduct Trade skill activities safely and in accordance with technical and manufacturer specifications
- Comply with North Track QHSE Procedures, Site Rules and Safe Work Instructions
- Maintain high housekeeping standards, cleanliness, tidiness, and work area organisation
- Assist others from time to time as workloads demand
- Work with management to improve workshop standards and efficiency
- Monitor inventory items and report low stock levels
- Operate company vehicles and equipment safely and in accordance with safety procedures
- DO NOT OPERATE** or use equipment you are not authorised to

## WORKSHOP DUTIES

- Maintain workshop facility in a clean and tidy state at all times
- Use workshop equipment in a safe and responsible manner
- Report workshop hazards and unsafe conditions
- Monitor and report status of electrical equipment inspections, fire equipment inspections and general maintenance requirements
- Comply with company QHSE procedures

## ONSITE DUTIES

- Hold and maintain current NT driver's licence
- Drive and operate company vehicles in accordance with road rules and company procedures
- Conducts prestart inspections and report vehicle defects
- Comply with specified journey management plans and procedures
- Ensure loads are packed and secured to avoid transport damage or loss of load
- Produce accurate and complete records of works performed
- Comply with customer site QHSE procedures and induction requirements

**QHSE RESPONSIBILITIES****NO ONE GETS HURT**

- If it's not safe **DON'T DO IT** that way
- Present fit for work & unimpaired
- You are responsible for your actions and behaviour that could affect your own safety and the safety of others
- Follow safety instructions, including signage
- Report hazards and injuries to management
- Wear and maintain PPE correctly
- Maintain high housekeeping and hygiene standards
- Cooperate with management to provide safe systems of work and comply with duty of care obligations
- Participate and actively contribute to start up meetings, toolbox meetings, QHSE discussions, and risk assessment processes
- Familiarise yourself with company health and safety requirements, ask for clarification or advice if unsure

**YOU MUST NOT:**

- Perform work you have not been trained to do or use equipment you have not been trained to use
- Operate a forklift or other high-risk equipment without the appropriate high-risk licence
- Intentionally misuse or interfere with safety equipment
- Intentionally create a health and safety risk to others in the workplace

**QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES****MANDATORY:**

- Demonstrate a sound mechanical aptitude and willingness to learn
- Ability to complete work documentation accurately and correctly
- Ability and attitude to work safe and clean
- Ability to self-start and work with minimal supervision
- Reliable, punctual, and fit for duty
- C Class Drivers Licence
- NT White Card

**DESIRABLE:**

- Ability to obtain and maintain Department of Defence clearance and Port Pass
- Attention to detail
- Neat handwriting and correct spelling
- Basic understanding of workshop equipment and its purpose
- Have pride and passion in the role

**PERFORMANCE REVIEW**

A review of your performance and compliance with these duties will be conducted periodically with your manager.

If you have any issues performing or complying with these duties, please raise and discuss them with your manager.

**GENERAL**

As the business grows so too will roles and responsibilities. The duties outlined in this job description are not definitive and will require active levels of willingness, enthusiasm, and cooperation to make them effective.