

POSITION DESCRIPTION

Job Title:	Maintenance Apprentice	Date:	July 2017
Job Holder:	Vacant	Leader Name:	Various
Department:	Cargo Handling Operations	Leader Title:	Unloading/Shiploading Maintenance Coordinator; Heavy Equipment/; Building Services Superintendent
Location:	RG Tanna Coal Terminal	Level of Work:	I

1. Job Purpose Statement

The Apprentice is accountable for attainment of Certificate III and to complete certification of license/tickets in accordance with the allocated milestones within the training schedule.

Successful Completion of the relevant training package enables capability to provide tradesperson expertise within the relevant discipline.

2. Job Accountabilities

- Undertake trade services, within appropriate level of Mentorship, in accordance with license/ticket/certifications
 - To support the efficient operation of all GPC infrastructure and equipment
 - To Familiarise themselves with known routines, methods and procedures which require the exercise of discretion and judgement.
- Provide assistance to tradespeople in the repair and maintenance on fixed plant and mobile equipment.
- Undertake the following works associated with plant infrastructure and equipment to supports its safe and efficient operation:
 - Effective risk assessment and management
 - Routine servicing
 - Inspections
 - Preventative maintenance
 - Breakdowns
 - Trouble Shooting
 - General repairs and maintenance.
- Undertake safe work practices and promptly address any safety issues for hazard minimisation and injury prevention.
- Comply with GPC's environmental control policies/procedures and promptly address environmental issues to minimise harm.
- Complete study commitments and undertake work in accordance with the work schedule, prioritising against established maintenance plans and strategies.
 - Prioritise work to ensure quality job completion within identified timeframes.

- Work towards achieving financial responsibility through identification of cost saving measures and effective utilisation of resources.
- Comply with GPC's Code of Conduct and lead by example GPC's values and behaviours:-
 - *Sustainability* - We preserve the inherent worth of Port assets for future generations. We protect the health and safety of our people, the environment, and our community. We engage with and contribute to the communities in which we operate.
 - *Excellence* - We continually strive for excellence in all that we do and constructively challenge for a better way. We are open to learning and appreciate that shared knowledge and innovation are essential to our growth.
 - *Customers* - We serve our customers and the Port community with pride and passion. We respond with urgency, anticipate their needs, and exceed their expectations.
 - *Respect* - We build relationships based on equality, dignity, honesty and trust. In all our dealings we strive to be friendly and courteous, as well as fair and compassionate.
 - *Empowerment* - We support and empower people to give their best and reach their potential. We fully apply our skills and capability, are accountable in our actions, and perform to the best of our ability.
 - *Teamwork* - We are one company, one team. We work together to achieve our objectives.
- Comply with GPC's policies, standards and procedures in the workplace.

3. Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out work of this role

4. Job Challenges & Impact

- To develop effective communication networks and techniques to provide constructive learning opportunities to and from relevant stakeholders
- Ability to adapt to changing work plans, via effective risk assessment behaviours and techniques.
- Establish and maintain effective working relationships within GPC departments
- Operate effectively in an environment where there are conflicting demands on resources
- Complete work in a safe efficient and timely fashion and to the desired standards

5. Key Relationships

Internal

- Shiploading and Unloading Maintenance Sections
 - Shiploading/Unloading, Building Services and Mobile Maintenance Coordinators & Leading Hands/Tradespeople for direction and advice regarding progress of projects & assigned tasks

- Apprentice Learning and Development Coordinator for direction, advice and coaching on competency development and any associated gap closure activities in this area
- Other GPC Departments
 - Discuss progress of projects/assigned tasks

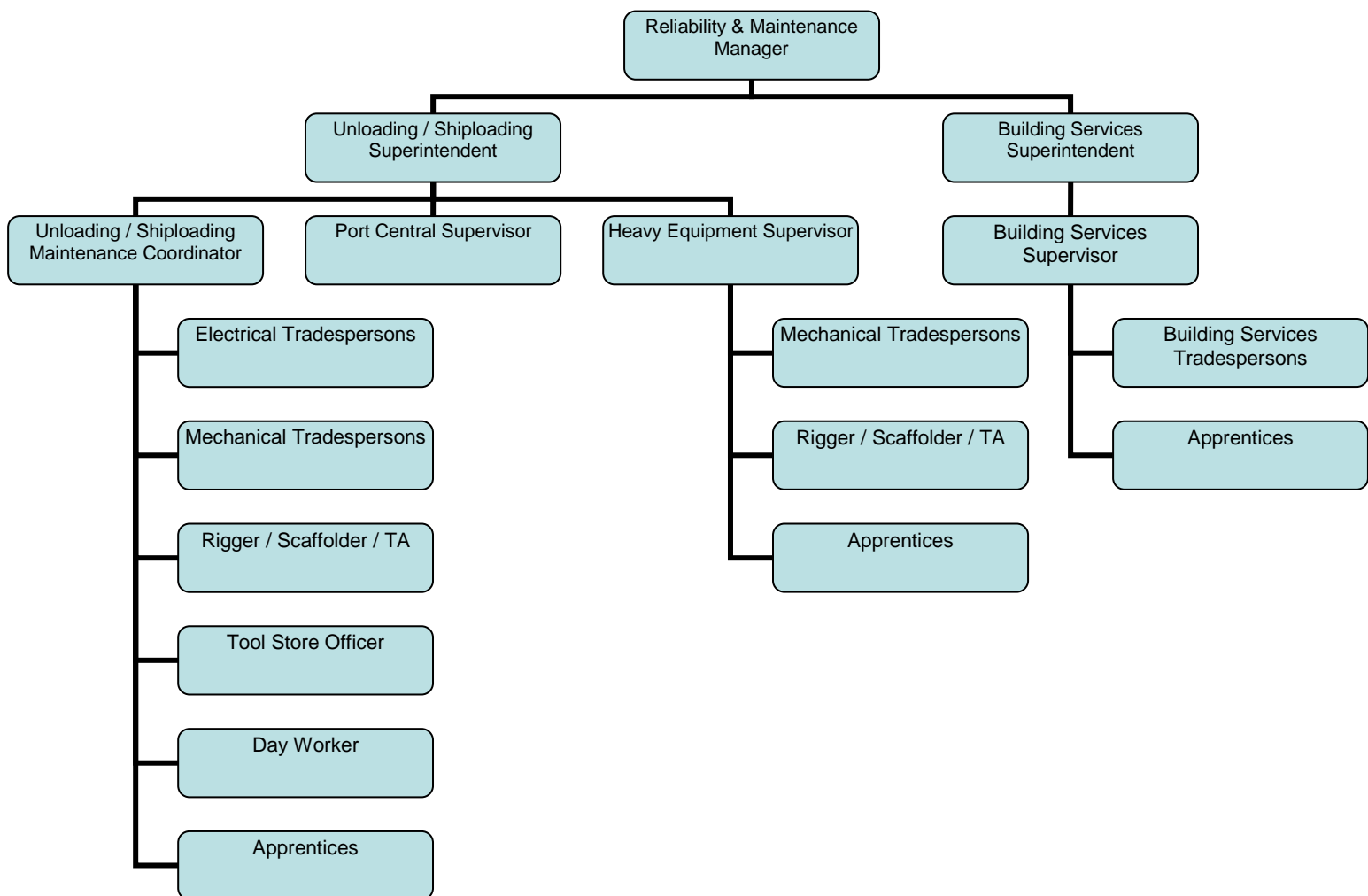
External

- Effectively represent GPC Code of Conduct and behaviour standards, when carrying out external placement, as part of the development process.

7. Level of Supervision

Direction is provided on the tasks to be undertaken with some latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor.

8. Organisation



9. Qualifications required for the position

- Mandatory – Year 10 Sound Achievement in Math and English
- Desirable – The ability to obtain a Provisional Drivers Licence

10. Key Selection Criteria

It is **essential** for the job holder to demonstrate experience and/or knowledge in the following:

Capability	Description
1. Aptitude for chosen trade	<ul style="list-style-type: none"> • Knowledge and understanding of basic hand tools pertaining to the chosen trade • Deemed suitable by successful outcome of FCE.
2. Safety Awareness	<ul style="list-style-type: none"> • Knowledge, understanding and ability to apply relevant safety principles and legislation. • Reports on safety incidents, identifies hazards and proactively seeks resolution.
3. Social Influencing	<ul style="list-style-type: none"> • The ability to read social situations, understand the underlying social process and to influence those processes productively. • The ability to establish good, productive working relationships both directly and indirectly through team work and partnering.
4. Problem Solving	<ul style="list-style-type: none"> • The capacity to reason, think analytically, conceptually and laterally in order to solve problems and take appropriate decisions. • The ability to work skilfully and use considerable initiatives within defined boundaries.
5. Driving Results	<ul style="list-style-type: none"> • The capacity to overcome obstacles to deliver short-term operational objectives.
6. Modelling GPC's Values and Behaviours	<ul style="list-style-type: none"> • The ability to comply with and embed GPC's values and behaviours in all aspects of work.