

OCTOBER 2024

Position Description

Position Title: Apprentice Boilermaker

Position Number: # XXX

Reporting to: Maintenance Supervisor

Location: Geraldton

Conditions of Employment: Mid West Ports Authority Maintenance General Staff Enterprise Agreement (EA)

PURPOSE

To undertake the theoretical and Hands on training required to obtain a Met Fabricator Trade Certificate. To learn and achieve the skills and competencies in a maintenance, construction and Bulk Handling environment.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
CERTIFICATE II ENGINEERING (Fabrication)	<ul style="list-style-type: none"> Undertake and Pass required Engineering (Metal Fabrication) theory assessments. Undertake and Pass Engineering (Metal Fabrication) Condensed practical/ theory training (TAFE) Complete tasks as requested by the Tradesperson you are assigned to. Ensure all MWPA procedures and instructions are followed. Ensure all tools are used as directed and treated with care. Ensure the security of your tools. Undertake asset inspections, installations and repairs with your assigned tradesperson. Familiarise yourself with, follow and adhere to all MWPA safety policies, procedures, and expectations.
COMMUNICATION	<ul style="list-style-type: none"> Strive to build professional relationships with other team members. Ensure appropriate and respectful communication with Tradespersons, Superintendents and Others Strive to learn, contribute to a successful team, and seek feedback
ADMINISTRATION	<ul style="list-style-type: none"> Maintain record of duties as required in your personal training record register.

	<ul style="list-style-type: none"> ▪ Input of work order history and data into MWPA's Computerise Maintenance system. ▪ Record Keeping as per MWPA procedures
COMPLIANCE	<ul style="list-style-type: none"> ▪ Abide by MWPA Policy, Procedure and Relevant Legislation ▪

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

DESIRABLE

- WACE Certificate
- PAIS

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Willing to commit to 4 years training.
- Strong communication skills and ability to work well as a part of a team;
- A basic understanding of health and safety in the workplace
- Computer skills in Microsoft Word, Excel, Outlook and database systems

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate as required;
- Minimum Provisional C Class Drivers Licence;
- Expected to undertake any additional training to complement the Training;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE