



Position Description

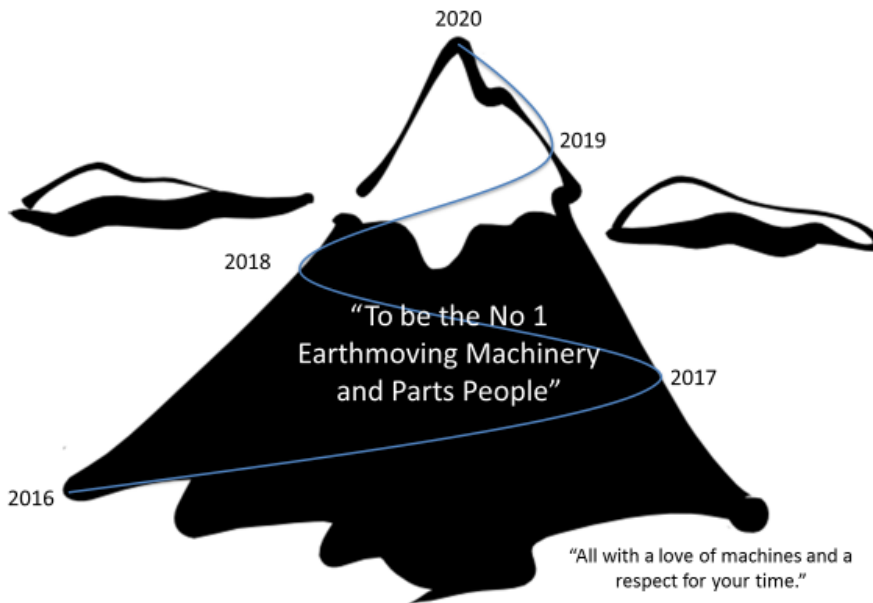
Yard Assistant/Wash Bay

About Us

Tilly's Crawler Parts Pty Ltd was established in 1984 by Andrew Tilly and is now one of Australia's most successful suppliers of quality alternative parts to the earthmoving and excavation industry.

The business has developed since its establishment and we are still passionate about sourcing the best quality new and second-hand parts from within Australia and around the world.

Our Vision



Core Values of Tilly's Crawler Parts Pty Ltd

Pride
Passion
Fairness

Ethics
Commitments
Community Effect
Solution Focused

Well Being
Loyalty
Value Based



Your Position:

Listed below are the key responsibilities for your position. These are broken down into tasks and as part of your induction and ongoing feedback with us; we will set the expectations around your performance of each of these.

Reports To:	Second Hand Parts Manager
Direct Reports:	None
Purpose of the position:	To make a positive contribution to the success of the company through maintaining the yard appearance and organisation to a standard acceptable for visitors and in a way that allows the effective, safe and efficient completion of duties by Yard and Workshop team members and in washing machines and parts. To maintain the philosophies embodied in the Corporate Vision Statement.
Responsibility	Task
Facilities and Equipment Maintenance	<ul style="list-style-type: none"> ➤ Attach labels to items as necessary ➤ Clean grease and dirt from products ➤ Spray objects with spray nozzle to remove debris ➤ Dislodge debris from objects ➤ Maintain washing equipment ➤ Keep wash areas clean ➤ Assistance to others as require
Parts Salvaging and Storage	<ul style="list-style-type: none"> ➤ Inspect parts and sorts them into areas according to type, size, condition, colouring, marking or other characteristics ➤ Salvage reusable items and dispose of waste or scrapped items ➤ Move reusable materials to appropriate department or storage
General Yard Backup	<ul style="list-style-type: none"> ➤ Assist in all other 'Yard' areas as per management direction and within your areas of skills/qualification as appropriate including: <ul style="list-style-type: none"> ○ Provide back up support to the Purchasing and Delivery Driver (sourcing, ordering and collecting incoming consumable; preparing, recording and delivering outgoing stock; general office duties) ○ Provide back up support to paint bay and welding bay (spray painting parts; general welding duties if competent in these areas) ○ Provide back up support to the Handyman (general installation, maintenance and repairs of Tilly's plant, equipment and facilities) ○ Provide back up support to dismantling, undercarriage and workshop ○ Provide general support in any other areas

Parts Cleaning	<ul style="list-style-type: none"> ➤ Record parts collected for cleaning on board in despatch ➤ Prepare parts for painting including: <ul style="list-style-type: none"> ○ Clean grease and dirt from products and parts ○ Apply masking tape over parts and areas that are not to be coated ○ Remove rust from metal with acid, wire brush or steel wool ○ Fill cavities and dents with putty to attain smooth surface where necessary ➤ On completion of cleaning, attach appropriate tags and return to department or despatch or to spray painting
Quality Control	<ul style="list-style-type: none"> ➤ In cooperation with your Manager, proactively identify and implement best practice and high-quality processes and systems ➤ Continually monitor quality in relation to the Yard ➤ Adhere to all company policies in relation to quality control and follow established systems and procedures ➤ Complete all relevant documentation and reporting relating to quality control as required
Health Safety & the Environment (HSE)	<ul style="list-style-type: none"> ➤ Comply with any relevant legislation, standards, and codes of practice applicable to your work ➤ Comply with reasonable company policies, procedures, instructions or directions of your Supervisor or management ➤ Inform your Manager and the SHE Manager of any information or changes to your personal circumstances that may affect your safety or the safety of others in the workplace ➤ Participate in any workplace investigation, rehabilitation and return to work plan, or any other relevant consultation, training, tool box talks etc where required
Any other duties as directed by management from time to time	

Your Skills, Experience and Behaviours:

When we look at our team, we look for two key things – 1) their **ability** to do the role (technical skills and experience); and 2) **how** they do the role (their behaviours). These are equally important to us.

Skills	<ul style="list-style-type: none"> ➤ Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals ➤ Ability to write routine reports and complete basic forms and paperwork ➤ Basic computer skills including Internet and Outlook and the ability to enter data ➤ Proven ability in plant and equipment problem solving, diagnosis and repairs
Experience & Qualifications	<ul style="list-style-type: none"> ➤ Current, valid Drivers' License ➤ Sound knowledge in relation to earthmoving equipment ➤ Current Forklift License ➤ Current Crane and/or Dogger Operator License (desirable) ➤ Qualifications in a building/carpentry trade (desirable) ➤ Experience and/or qualifications in welding and spray painting (desirable)
Behaviour	<ul style="list-style-type: none"> ➤ Self-disciplined ➤ Able to work with minimal supervision ➤ Strong team player ➤ Must be honest and ethical and demonstrate respect for our people, our property and our customers ➤ Committed to maintaining a safe work environment and minimising our impact on the environment ➤ Dedication to quality and exceptional service ethos (internal and external 'customers') ➤ Willingness to learn ➤ An understanding of how you and your role impacts on the success of Tilly's and others within the organisation, including a supportive attitude towards all work colleagues ➤ Willingness to help in other areas and multi-skill to meet operational needs

Employee Acknowledgement

I have read, understood and agree with the expectations of this position description. I acknowledge and agree that my duties may be changed from time to time to meet the operational needs of the company.

Employee

PRINT NAME

SIGNATURE

____/____/____
DATE

Parent/Guardian (if employee under 18)

PRINT NAME

SIGNATURE

____/____/____
DATE

(Please note, this section can only be completed by the parent or legal guardian of the employee)

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