



Position Description

POSITION TITLE:	Tramways Coachbuilder/Carpenter
LOCATION:	Bendigo Tramways, 1 Tramways Avenue, Bendigo
EMPLOYMENT STATUS:	Full time
CLASSIFICATION:	Grade 7
REPORTS TO:	Team Leader – Coachbuilding & Restoration
REVIEWED:	April 2021

OUR ORGANISATION

Bendigo Heritage Attractions (BHA) is responsible for managing, maintaining and promoting three of Bendigo's most significant heritage assets, including Central Deborah Gold Mine, Bendigo Tramways and the Bendigo Joss House Temple.

The Board, management, employees and volunteers at BHA are passionate about preserving and sharing the fascinating stories of each of these authentic attractions with the many thousands of visitors – from all over Australia and the world – who visit Bendigo each year.

The nature of our business also requires that we maintain numerous rare skills within the areas of heritage vehicle restoration and heritage mine maintenance. As a result, BHA is well known as specialists in these fields.

Bendigo Heritage Attractions is the trading name for The Bendigo Trust, a not-for-profit organisation formed in 1970.

OUR VISION

To be the most inspiring heritage story in Australia.

OUR MISSION

We will preserve, showcase and operate living heritage assets which enrich Bendigo's cultural soul.

OUR OPERATIONAL VALUES



OUR SAFETY CULTURE VALUES



PRIMARY OBJECTIVE

The primary objective of the Tramways Coachbuilder/Carpenter is to work with the team responsible for the refurbishment, and/or restoration of trams, and other projects, for both external customers and Bendigo's own fleet.

KEY RESPONSIBILITIES & DUTIES

- Perform highly skilled carpentry/coachbuilding work for restoration, maintenance and repurposing work on trams, other vehicles and other projects.
- Assist with sourcing and acquiring materials or services required to support the workshop projects.
- To provide information on all non-Rail Safety Work servicing, maintenance and inspections to the BHA Maintenance Team Leader for the Bendigo Tramways fleet maintenance records.
- Other duties within training and competencies as required.

SKILLS AND ATTRIBUTES/SELECTION CRITERIA

1. Trade competency or skill-based competency in Coachbuilding/Carpentry/Cabinet Making and/or Furniture Making.
2. Ability to plan work and materials required for the job.
3. Proficient in using electrical and manual equipment and measurement tools (static machinery, powered saws, hammers, rulers etc).
4. Ability to read technical documents, drawings, blueprints and sketches to fully grasp requirements.
5. Willingness to follow safety guidelines at all times.
6. Good understanding of basic mathematics.

SPECIAL REQUIREMENTS

- Relevant trade certificate or relevant experience and demonstrable skills.
- Pre-employment hearing test (arranged by BHA)
- Current Victorian Driver Licence

NATURE OF THE WORK

This position involves manual labour within the Tramways workshop environment, and at times at the other BHA sites. The position requires a good level of hand dexterity, strength, fitness and stamina to undertake the required duties which will often be heavy work. The position involves working in a team with other staff who are both employees and volunteers. Self-motivation and the ability to plan work are both necessary. Conditions within the workshop and depot are subject to external weather conditions, therefore, it can become very cold in Winter and very hot in Summer.

PRE-EXISTING MEDICAL CONDITIONS

The nature of the work involved in this position has been outlined in this Position Description and at the interview. Failure to notify a pre-existing injury or illness which might be affected by the nature of the work involved could result in that injury or illness being ineligible for future compensation claims.

UNIFORM AND DRESS CODE

Appropriate workwear is the norm as advised by the manager and Personal Protection Equipment as required will be provided.

PAY AND CONDITIONS

According to the current Enterprise Agreement, *The Bendigo Trust Enterprise Agreement 2017*

HOURS OF WORK

Bendigo Heritage Attractions are open seven days per week, every day of the year except Christmas Day. Duties in this role are primarily carried out on week days. However out of hours work to meet visitor demand or workshop requirements of the business may be required at times.

POSITION DESCRIPTION DISCLAIMER

Responsibilities stated herein reflect the primary functions of this job and should not be considered as an exhaustive list of duties.

HOW TO APPLY FOR THIS POSITION

Applications that include your resume and a covering letter outlining your skills, experience and interest in working with Bendigo Tramways, should be sent by post, hand delivery or email to:

Zoe Tranter
Executive Support Officer
Bendigo Heritage Attractions
76 Violet Street
Bendigo Vic 3550

E: zoe.tranter@bendigoheritage.com.au

Applications must be received by 5pm on Monday 3 May, 2021

TO ENQUIRE ABOUT THIS POSITION

Contact: Zoe Tranter

T: 03 5443 8117