



Position Description

POSITION TITLE:	Tramways Cabinetmaker Apprentice
LOCATION:	Bendigo Tramways, 1 Tramways Avenue, Bendigo
EMPLOYMENT STATUS:	Full time
CLASSIFICATION:	Grade 7 (1 st , 2 nd , 3 rd , 4 th year apprentice rates apply)
REPORTS TO:	Bendigo Tramways Workshop Coordinator
REVIEWED:	January 2022

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 cabinetmaker apprentice is to work with the Coachbuilding team responsible for the refurbishment, and/or restoration of trams, and other projects, for both external customers and Bendigo's own fleet. The apprentice will work under the supervision of a qualified tradesman/instructor and consistent with the apprenticeship year level. The apprentice will attend off the job trade school to complete learning and assessment outcomes required for a cabinetmaking apprenticeship.

KEY RESPONSIBILITIES & DUTIES

- Within skills and level of training, perform cabinetmaker work to a high standard for restoration, maintenance and repurposing work on trams, other vehicles and other projects.
- Within skills and level of training, assist with sourcing and acquiring materials or services required to support the workshop projects.
- Within skills and level of training, and as directed, carry put non-Rail Safety Works relating to servicing, maintenance and inspections to the Bendigo Tramways fleet and provide information to the BHA Maintenance Team Leader for the fleet maintenance records.
- Other duties within training and competencies as required.

SKILLS AND ATTRIBUTES/SELECTION CRITERIA

1. Develop and work within competency in Cabinetmaking.
2. Develop ability to plan work and materials required for the job.
3. Develop in proficiency in using electrical and manual equipment and measurement tools (static machinery, powered saws, drills, planers, rulers etc).
4. Develop 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

- Attend trade school to attain relevant trade certificate
- Pre-employment hearing test (arranged by BHA)

WORKPLACE HEALTH AND SAFETY

All BHA personnel are responsible for complying with BHA Workplace Health and Safety (WHS) policies, procedures and directions. BHA expects active participation in WHS initiatives, particularly in relation to risk management, incident and hazard reporting, training and consultative processes.

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.

HOURS OF WORK

Bendigo Tramways Workshop operates five days per week, Monday to Friday, and generally closes over the Christmas and New Year period. Occasional out of hours work to meet workshop requirements may be required at times when reasonable for an apprentice.

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

Apply via SEEK.

Applications must be received by 9am Wednesday 2nd February 2022.

TO ENQUIRE ABOUT THIS POSITION

Contact: Shaun Naughton

M: 0407 147 758