

Position Description

Position Title:	Apprentice Boilermaker
Business Group:	ASQ Assets Pty Ltd
Reports to:	Fleet and Maintenance Manager
Department:	Maintenance
Supervises:	None
Classification:	Manufacturing and Associated Industries and Occupations Award 2020

Company Overview

ASQ is a locally owned and operated company supplying quality products and services to a diverse range of domestic, commercial and industrial customers throughout Central Victoria and beyond. Our divisions provide high-quality products, specialist services and professional expertise across a broad range of industries.

ASQ Assets provides comprehensive fleet and maintenance services across the ASQ Group, ensuring trucks, mobile plant, vehicles, fixed equipment and machinery are maintained to the highest standards of safety, reliability and operational efficiency. Our experienced maintenance team supports the ongoing success of the business through preventative maintenance, repairs, fabrication projects and continuous improvement initiatives.

Position summary

The Apprentice Boilermaker is responsible for developing practical skills and technical knowledge in fabrication, welding, boilermaking and maintenance activities while successfully completing an apprenticeship program.

Working under the guidance of qualified tradespeople, the Apprentice Boilermaker will assist with the manufacture, repair, modification and maintenance of plant, equipment and structural components across ASQ operations. The role requires a strong commitment to safety, quality workmanship, learning and professional development.

Key Responsibilities

1. Ensure compliance with the ASQ Document Management System [Workplace Health, Safety and Environment (WHSE) & Operational]

The Welder is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhere to all ASQ policies, procedures and safety requirements.
- Participate in toolbox meetings, training sessions and safety initiatives.
- Follow safe work practices and always use appropriate personal protective equipment (PPE).
- Report hazards, incidents, near misses and unsafe conditions promptly.
- Ensure all work is undertaken in accordance with workplace health, safety and environmental requirements.
- Maintain a clean, organised and safe work environment.

2. Accountabilities:

Apprenticeship Development Training

- Successfully undertake and complete all apprenticeship training requirements.
- Attend and actively participate in Trade School, TAFE and other training programs as required.

- Develop skills and competencies in fabrication, welding, sheet metal work and boilermaking techniques.
- Demonstrate a willingness to learn new skills and apply training in the workplace.
- Maintain apprenticeship records and comply with all training obligations.

Fabrication and Welding Activities

- Assist with welding, fabrication and repair work under the supervision of qualified tradespeople.
- Learn and apply a range of welding processes and fabrication techniques.
- Assist with the manufacture, modification and installation of structural steel and metal components.
- Operate hand tools, power tools and workshop equipment in accordance with training and safe work procedures.
- Read and interpret drawings and specifications as skills and experience develop.
- Assist with measuring, cutting, grinding, fitting and assembling metal components.

Maintenance and Project Work

- Assist with preventative maintenance and repair work on ASQ plant, equipment and machinery.
- Participate in workshop-based and site-based maintenance projects.
- Support breakdown repairs and maintenance activities as required.
- Assist with inspections to identify wear, damage or maintenance requirements.
- Contribute to continuous improvement initiatives within the maintenance department.

Workshop Operations

- Maintain workshop cleanliness and housekeeping standards.
- Assist with the care, maintenance and safe use of tools and equipment.
- Ensure materials, equipment and work areas are organised and maintained appropriately.
- Complete required documentation accurately and in a timely manner.
- Support other maintenance activities as directed by supervisors and qualified tradespeople.

3. Direction, Management and Autonomy

- Work under the direction and supervision of qualified Boilermakers and the Fleet and Maintenance Manager.
- Demonstrate initiative while recognising apprenticeship skills and authority limitations.
- Follow instructions, procedures and training requirements consistently.
- Communicate effectively with supervisors and team members regarding work progress and issues.
- Accept feedback constructively and actively seek opportunities for improvement and learning.
- Contribute positively to a collaborative team environment.

Key Selection Criteria

Essential

1. Currently undertaking, or seeking to commence, a Boilermaker Apprenticeship (1st to 4th Year).
2. Demonstrated interest in fabrication, welding and metal trade work.
3. Strong commitment to workplace safety.
4. Good verbal communication skills.
5. Ability to work effectively as part of a team.
6. Willingness to accept direction and learn from experienced tradespeople.
7. Reliable, punctual and committed to completing an apprenticeship.
8. Willingness to work reasonable additional hours when required.
9. Willingness to undertake ongoing training and development.

Desirable

1. Current Driver's Licence.
2. Experience using hand tools or power tools.
3. Previous exposure to fabrication, engineering, construction, maintenance or mechanical environments.
4. Basic understanding of workshop safety practices.
5. Forklift Licence (or willingness to obtain).

Education, Certification and Licences required

- Completion of Year 10 or equivalent (minimum).
- Enrolment in, or willingness to enrol in, a Certificate III in Engineering – Fabrication Trade (Boilermaker Apprenticeship).
- Construction Induction Card (White Card) (desirable).

Personal Skills required

- Safety-conscious
- Well-developed communication and interpersonal skills
- Sound literacy and numeracy skills
- Physical fitness required to perform all tasks
- Strong work ethic

Key contacts

- Fleet and Maintenance Manager
- Qualified Boilermakers
- Maintenance Team Members
- Workshop Supervisor
- Operations Manager
- Site Managers
- Plant Operators
- Other ASQ Employees
- External Contractors and Suppliers

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate and as approved by the Directors.