



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Trades Assistant</b>	<b>Salary Grade:</b>	<b>2</b>
<b>Location:</b>	Ogwehoweh Skills and Trades Training Centre	<b>Job Code:</b>	<b>13110-3</b>
<b>Reports To:</b>	Trades Team Lead	<b>Review Date:</b>	<b>10/02/25</b>

### A. PURPOSE

The **Trades Assistant** is responsible for supporting the training efforts of the Trades Instruction staff for all programs.

The Trade Assistant is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

### B. CORE COMPETENCIES

- Works Independently
- Accepts instruction
- Self-starter, takes initiative
- Accepts critique of technique & results
- Clear Communication

### C. KNOWLEDGE, SKILLS, AND ABILITIES

- ✚ High School Diploma or GED Diploma
- ✚ Up to one (1) year of experience in industrial work, an asset
- ✚ Able to work safely with proper PPE
- ✚ Familiar with steel working hand tools
- ✚ Able to lift heavier loads
- ✚ Strong desire to complete projects
- ✚ Able to focus on tasks while in process
- ✚ Comfortable learning metal working concepts & skills



**D. MAJOR DUTIES/RESPONSIBILITIES**

	<u>Time %</u>	<u>Summary of Major Duties:</u>
1	100%	<b>Team Assistance:</b> Support the training efforts of the Trades Instruction staff for all programs, by shearing, cutting, beveling & grinding practice, & test materials as directed. Handle & move steel bars, plates & shapes. Maintain a clean & tidy workspace. Assist with special projects & engage in required training for the safe conduct of operations in the Trades training wing. Perform other tasks as directed by the Trades Instruction staff.

**E. ORGANIZATIONAL RELATIONSHIPS & DIMENSIONS**

**Reports to:** Trades Team Lead  
**Direct Reports:** 0  
**Other Working Relationships:** Team, Managers, Leads

**F. WORKING CONDITIONS**

**Physical Effort:** 15% of the time is spent sitting in a comfortable position in an office setting operating office equipment. 85% of the time is spent in the welding bay. Physical demands also include occasional standing, walking, lifting (heavier loads), reaching, handling, kneeling, crouching, and bending.

**Physical Environment:** Located in an indoor shop setting. Unpleasant conditions are infrequent. Temperatures can be warm during summer months. Occasional outdoor work is required for brief duration. Noise level is usually quiet to moderate in office & moderate to loud at work sites.

**Sensory Attention:** Requires frequent periods of concentration to accomplish tedious exacting work with frequent change of tasks.

**Mental Stress:** Moderate level of tension and anxiety due to deadlines and the competing needs and demands for the limited financial and human resources. Works closely with others as part of a team.

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***I \_\_\_\_\_ understand that the duties/responsibilities described are not a comprehensive list and that the scope of the job may change as necessitated by business demands.***

***Furthermore, I understand I will review this job description with my manager during my annual performance review to identify changes and or updates to my duties/responsibilities.***

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

***I, \_\_\_\_\_ have reviewed the job description with employee outlining his or her responsibilities and expectations as the Trades Assistant.***

\_\_\_\_\_  
*Team Lead Signature*

\_\_\_\_\_  
*Date*