

Job Description

CNC Trade Assistant



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		CNC Trade Assistant
Teams		Production
Location:		Bowhill, South Australia
Current as of:		November 25
Reports to:		CNC Lead
Key Relationships:	†	General Manager Operations, Project Team, Workshop Team Leader

Purpose

- **Together we thrive**

Mission

- **We transform communities & our people, by optimising & building structures that matter**

Core Values

- **Integrity** – We do what we say we are going to do
- **Collaborative** – We get things done, together
- **Courageous** – We embrace initiative & innovation
- **Unity** – We help our clients win

Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

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Role Purpose:

The CNC Trade Assistant supports the CNC machining team in delivering high-quality precision components by assisting with machine preparation, basic operation, material handling, and workshop organisation. This role provides valuable exposure to CNC machining processes and is an ideal pathway for individuals looking to grow their skills and progress into a trade-qualified role.

You have the following key areas of responsibility:

- Workshop Support
- Machine Operation Assistance
- Quality & Compliance
- Collaboration & Teams

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Workshop Support	- Assist CNC machinists with machine setup, tool changes, and general preparation. - Load/unload materials and finished components. - Maintain stock of raw materials, tooling, and consumables.	CNC machinists and tradespeople are well-supported to meet production targets.
Machine Operation Assistance	- Perform basic CNC machine operation under supervision. - Carry out routine checks and assist with basic maintenance tasks. - Monitor machine operations to ensure safe and efficient running.	Accurate execution of parts within tolerance, cycle times & finish outcomes optimised
Quality & Compliance	- Assist with measuring and inspecting components using hand tools (calipers, micrometers, gauges). - Report defects or issues to the CNC machinist or supervisor promptly. - Ensure work is carried out in line with specifications and quality standards. - Keep work areas clean, safe, and well-organised. - Identify and report machine faults or tooling issues. - Keep the CNC workshop clean, tidy, and free from hazards. - Dispose of swarf, waste materials, and used consumables appropriately. - Follow workplace health & safety procedures and use PPE correctly.	- Downtime <5% - Minimal job disruption - Document IP as you go
Collaboration & Teams	- Work closely with machinists, tradespeople, and supervisors to support production needs. - Be proactive in learning machining principles and developing technical skills. - Look to upskill - participate in training opportunities as required.	- Demonstrated growth in machining knowledge and skills. - Consistent reliability and contribution to a positive team environment.

ADMIN/PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	▪ Demonstrates the ability to handle a broad range of different tasks and assignments, ensuring that the machine is not left unattended for extended periods. ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Previous experience in a workshop, mechanical, or trade environment (preferred but not essential).

EXPERIENCE

- Previous experience in a workshop, mechanical, or trade environment (preferred but not essential).
- Basic mechanical aptitude and interest in CNC machining or metal fabrication.
- Ability to read simple technical drawings and use basic measuring tools (training provided).
- Reliable, punctual, and eager to learn.
- Safety-conscious with a strong work ethic.
- Ability to work effectively as part of a team and take direction.