

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Mechanic
<b>Position Number</b>	
<b>Department</b>	Works
<b>Section/ Stream/ Unit</b>	Assets, Facilities & Fleet, Fleet
<b>Classification</b>	Local Government Industry (Stream B) Award – State 2017
<b>Reports To</b>	Senior Mechanic

## POSITION OBJECTIVES

- Carry out maintenance and repairs of Council's mobile and fixed plant and equipment, fault finding and diagnostics in the prevention of breakdowns or unexpected down time of machinery.
- Work safely and effectively as part of a team to achieve daily and project work activities in line with planned fleet maintenance schedules.

## KEY RESPONSIBILITIES

Carry out general administrative and technical functions relevant to the work area which are compliant with Council's policies and procedures, such as:

- Inspection, service and repair of heavy plant and equipment, trucks and light vehicles.
- Complete and maintain accurate service and administrative records.
- Properly maintain materials, tools, equipment, service vehicles and workshop areas to a tidy and safe condition.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Demonstrated numeracy, written and verbal communication skills.
- Basic computing skills (data input and word processing), including the use of Microsoft Office Suite (Word, Excel, Outlook), and the operation of general office equipment.
- Ability to provide and maintain effective and quality customer service.
- Ability to work effectively under supervision to manage time, plan, organise and prioritise own work to achieve defined outcomes.
- Knowledge of, or ability to acquire knowledge of Council's standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Ability to work in a physically demanding occupation, often in hot and noisy conditions.
- Ability to apply Trade or equivalent level experience, adapt and transfer skills and knowledge in the effective use, maintenance and servicing of relevant plant, equipment and tools.
- Substantial relevant experience in the repair and maintenance of various fleet, heavy earthmoving plant and machinery together with the ability to diagnose and rectify mechanical faults (including air-conditioning, tyre maintenance, hydraulic systems, transmissions and engine components – petrol or diesel).
- Ability to carry out basic "MIG" welding and "Oxy" cut.

## **Qualifications, Training and Licences**

- Current unrestricted 'HC' class drivers licence.
- Mechanical trade qualification relevant to the work area.
- Possess a Work Safe in the Construction Industry Induction Certificate (White Card).
- Current First Aid and CPR qualifications, or the ability to acquire same.

## **Desirable**

- Plant operator competencies (for load shifting machines).
- High Risk Work licence to operate Forklift (LF).
- Qualifications and/ or substantial experience in welding, fabrication and auto-electrics.
- Experience working in Local Government.

## **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

## **RISK MANAGEMENT**

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.