

POSITION DESCRIPTION

Position Title:	Maintenance Mechanic	Directorate:	Infrastructure & Works
Position Number:	100964	Department:	Works
Employment Status:	Full-Time	Section:	Fleet, Workshop and Stores
Employment Type:	Permanent	Location:	Works Centre
Classification:	Grade 3		
Reports to:	Fleet & Workshop Officer		

PRIMARY PURPOSE:

The Maintenance Mechanic is responsible for servicing and maintaining Council's plant and equipment. The role works as part of a small team to support the delivery of maintenance and fabrication objectives. All duties must be carried out with a strong emphasis on compliance, workplace safety, and efficiency, while ensuring alignment with Council's directives, procedures, and strategic goals.

KEY RESPONSIBILITIES:

RESPONSIBILITIES	ACTIVITIES
Operations	<ul style="list-style-type: none"> • Ability to schedule and prioritise work to minimise downtime • Provide offsite inspections and attend breakdowns. • Assessment and correction of reported faults and issues • Deliver fuel for offsite plant and equipment. • Maintain work area in a safe clean condition. • Create work orders and update service details. • Commission new fleet, plant, and equipment for service. • Decommission old fleet, plant, and equipment for disposal. • Conduct familiarisations on fleet, plant, and equipment. • Supervise other employees within team and oversee contractors when onsite.
Team Work	<ul style="list-style-type: none"> • Collaborate with council staff and pro-actively share knowledge help build and maintain other skills and capability. • Perform activities in a manner that promotes cooperation and good relationships with the team members. • Provide support and advice for Council operations. • Respect others and their viewpoints. • Provide support and mentoring for workshop staff. • Deliver quality service that builds trust and respect. • Take responsibility to delivery outcomes that benefit our community.
Organisational Responsibilities	<ul style="list-style-type: none"> • Promote a positive image of the Council while representing the council to internal and external clients. • Identify and share new and continuous improvement opportunities. • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements. • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities. • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken.

	<ul style="list-style-type: none"> • Ensure all allocated works are completed to the required standard in a timely manner and within budget. • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community, and employees.
Safety & Compliance	<ul style="list-style-type: none"> • Undertake the activities in accordance with GCC's practices, procedures, and relevant legislation. • Assist in delivering the daily operations of the team including toolbox discussions, and allocation of work tasks as required. • Operate equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties. • Monitor and report on compliance with relevant Acts, Regulations, and standards to meet legal and certification requirements and report non-conformances and provide and implement recommendations as required. • Complete required record keeping such as Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports. • Complete and maintain all certificates, compliance training and allocation training and certification as required. • Assists in the investigation of incidents/accidents. Able to interpret information from detailed construction plans, design specifications and safety data sheets.

ADDITIONAL INFORMATION

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of the Council, as directed.

ORGANISATIONAL REPORTING RELATIONSHIPS:

Internal:

- The **Maintenance Mechanic** reports to the **Fleet and Workshop Officer** for operational matters and the Fleet, Workshop and Stores Coordinator for management matters.
- The role is a key contributor to the Fleet, Workshop and Stores program and will liaise with employees of Council.

External:

- The role will liaise with external stakeholders such as contractors, service providers, suppliers and visitors.

LICENSES/ACCREDITATIONS/QUALIFICATIONS

Essential

- Mechanical trade qualification
- Class C car license
- Class LF Forklift license
- White Card

Desirable

- Class MR Medium Ridgid truck license

KEY SELECTION CRITERIA – SKILLS AND EXPERIENCE

Essential

- Minimum of 3 years' post-trade experience in a mechanical role, with demonstrated knowledge and hands-on expertise.
- Competent in the use of Microsoft, Outlook, Excel and Word.
- Sound understanding of Workplace Health and Safety (WHS) practices, including the development and review of Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOPs).

Desirable

- Knowledge of asset management systems (fleet).
- Knowledge and understanding of invoice checking and processing procedures
- Demonstrated knowledge and experience in welding fabrication processes.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	