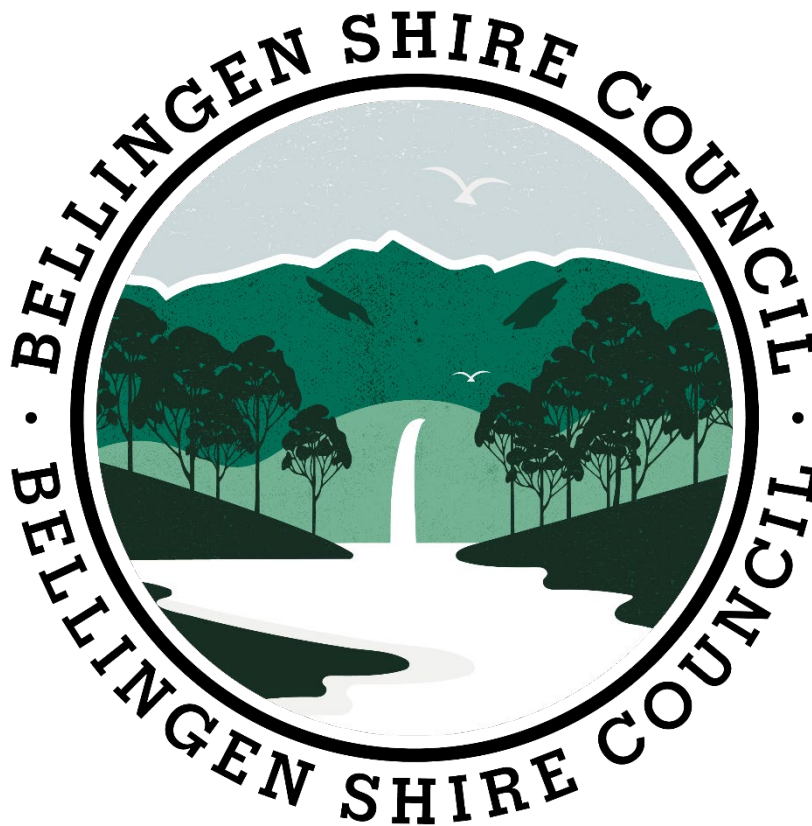




Position Description

Position Title:	Apprentice Heavy Vehicle Mechanic (PN 4610)		
Position Type:	Maximum Term (4 years)		
Department:	Technical Services		
Date Approved:	November 2024	Version Number:	1
Hours per week:	38	Award Classification:	Apprenticeship
FTE	1	Salary Classification	As per Local Government (State) Award

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

1. Primary Objective (Role Purpose)

Complete on-the-job training while completing a nationally recognised qualification, Certificate III in Heavy Commercial Vehicle Mechanical Technology. This apprenticeship provides comprehensive on-the-job experience and off-site training with a Registered Training Organisation (RTO) to develop the practical and theoretical skills necessary for a successful career in heavy vehicle mechanics. The apprentice will learn to carry out a range of maintenance, servicing and repair tasks of Council's fleet of heavy vehicles, ensuring they meet safety and operational standards

2. Key Accountabilities

- Successfully complete all requirements of the Certificate III in Heavy Commercial Vehicle Mechanical Technology (or equivalent).
- Assist qualified mechanics with routine maintenance and repairs of heavy vehicles and equipment.
- Learn to diagnose and troubleshoot mechanical and electrical faults under supervision.
- Assist in maintaining workshop safety and cleanliness.
- Gain experience in using tools, machinery, and diagnostic equipment.
- Consistently adhere to workplace health and safety (WHS) regulations and procedures, including the use of PPE and hazard identification protocols.
- Assist in maintaining a safe and organised worksite by following established safety standards and participating in safety briefings and risk assessments.
- Attend all classroom and on-site training sessions as part of the apprenticeship program.
- Complete required assessments, tasks, and logs to demonstrate skill development and progression in alignment with training milestones.
- Actively seek feedback to improve skills and contribute positively to the learning environment.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Completion of Year 10 or equivalent, with strong skills in numeracy and literacy.
- Possession of (or willingness to obtain) a Construction White Card.
- A current NSW Driver Licence (or working towards one) is desirable for accessing work sites.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- No previous experience in mechanical work is required; however, prior exposure to tools, machinery, or workshop environments (e.g., through school, work experience, or part-time work) will be highly regarded.
- Demonstrated interest in mechanics, particularly in heavy vehicles and machinery, or a related field, evidenced through hobbies, prior experience, or a clear motivation for the role.

Skills

- Ability to work with hand tools and an eagerness to learn the operation of power tools and light machinery safely.

- Physically fit and capable of performing manual tasks, including lifting, bending, and working outdoors in varying conditions.
- Ability to follow instructions accurately and pay close attention to detail, ensuring quality in all assigned tasks.
- Basic understanding of workplace safety principles and a commitment to following safety procedures.
- Strong communication skills for working within a team environment and effectively reporting to supervisors.
- Willingness to learn and apply basic problem-solving skills to overcome construction-related challenges as they arise.

4. Supervision Received

This role reports to the Works Supervisor – Depot.

5. Supervision Exercised

Nil.

6. Delegations

The Apprentice Heavy Vehicle Mechanic will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»