

Position Description

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| Position Title | Apprentice Mechanic | | |
| Department | Infrastructure | Position Number | W3 |
| Grade | Band T1 – T10 | Location | Coonamble Depot Complex |
| Status | Full Time, 4 – year placement | Hours | 38hrs week / 76hrs per fortnight |
| Reports To | Workshop Supervisor | Industrial Instrument | Local Government (State) Award 2023 |
| Date Revised | 01/04/2025 | Version Number | 1 |
| Direct Responsibilities | Maintenance and Repair of Plant and Equipment | | |

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position exists for an apprentice mechanic to work under the supervision of an experience mechanic to support the technical maintenance and repair of plant and equipment used in the day-to-day operations and achievement of Council's goals.

This apprentice mechanic position, will be under full supervision learning to maintain and repair Council vehicles, plant and equipment, following safety protocols and contributing to a clean and efficient workshop environment.

Position Benefits

- Tool Allowance.
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Key Responsibilities

Mechanical Operations

- Undertake the full four-year term of a Mechanical apprenticeship and complete on the job training requirements with the Coonamble Shire Council; meet all required competency standards as determined by the Registered Training Organisation; and obtain a Certificate III in Heavy Commercial Vehicle Mechanical Technology qualification.
- Gain on the job training experience in mechanical maintenance in accordance with the Coonamble Shire Council policies and procedures.
- Assist with the day-to-day repairs, service and maintenance of plant, machinery and equipment in a variety of work situations within any of the following areas: road maintenance, quarry, urban services, construction, water and sewer and building maintenance as required.
- Assist with the following of plant maintenance schedules and manufacturers guidelines and procedures as required.
- Assist operational staff to be able to maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fueling, tyre replacement, fluid levels, cleaning lubrication and greasing, and when to advise needs to the workshop.
- Assist with the requisition of parts and supplies as required or through the Stores if appropriate.
- Assist with the submissions of job progress reports both verbally and written, including repair times, equipment utilisation and replacement costs, as determined and agreed with Supervisor..
- Comply with statutory or TfNSW requirements as necessary.
- Assist with staff in responding to field breakdowns.
- Assist with ensuring the workshop is always operated in a clean and safe manner.
- Assist with the operation of the workshop's quality assurance system, safety management and environmental systems to ensure compliance with EPA and Work, Health and Safety legislation and regulations and ISO Standards 14001, 9001 and AS4801.

Records and Finance

- Assist with keeping accurate records and/or assist other staff in the completion of works reports, service job cards, parts inventory and any other required documentation.
- Assist with the completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Assist with ensuring compliance with Council's record management systems.
- Assist with ensuring that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Assist with the contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Assist with the documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- Assist with the reviewing & participating of environmental incident investigations and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

Position Description

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

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| <u>Infrastructure Team</u> | <u>Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.</u> |
| <u>Council Departments</u> | <u>Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.</u> |
| <u>Direct Reports</u> | <u>Nil</u> |

Key External Relationships

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| <u>External Stakeholders and Committees</u> | <u>Represent Council and provide a high standard of excellence and professionalism to all stakeholders.</u> <u>Ensure public safety at all times</u> |
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 or higher.
- Willingness to be enrolled in, and successfully complete Certificate III in Heavy Commercial Vehicle Mechanical Technology qualification.
- Sound computer skills in order to complete required documentation and use relevant technical software.
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted); School Leaver P1 Licence
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Proven ability to work in a team environment.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 or higher.
- Willingness to be enrolled in, and successfully complete Certificate III in Heavy Commercial Vehicle Mechanical Technology qualification.
- Sound computer skills in order to complete required documentation and use relevant technical software.
- Class P, P2 or C Drivers Licence (unrestricted); School leaver P1 Licence and WH&S Construction Induction (White) Card.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

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| <u>Signed:</u> | |
| <u>Name:</u> | |
| <u>Date:</u> | |