

# MECHANIC - WORKSHOP

<b>POSITION TITLE:</b>	Mechanic Workshop
<b>POSITION NUMBER:</b>	3013
<b>AWARD:</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	Classification C10
<b>REPORTS TO:</b>	Workshop & Fleet Services Supervisor
<b>DEPARTMENT:</b>	Infrastructure & Environment
<b>LAST REVIEWED:</b>	March 2026

## ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### *Our Commitment*

We inspire people to  
create a better future.

### *Our Vision*

Whether you live here or visit, you will  
see how much we value our natural  
beauty, how connected our communities  
are, and how balanced growth makes  
this the best place in the world.

### *We Value*



Honesty



Integrity



Accountability

## OBJECTIVE OF THIS ROLE

The primary purpose of the role is to provide repairs and maintenance to Council's fleet, plant and equipment, to ensure all plant items are safe and fit for operational purposes. Routine, scheduled, ad-hoc and breakdown repair and maintenance practices should be carried out in a safe and efficient manner, using methods well established in the automotive repair trade.

- Specific expectations associated with the role include:
- Ensuring that plant, equipment and other Depot assets maintained to a high operational standard;
- Automotive repairs and maintenance are undertaken in a safe, timely and competent manner;
- Working relationships with other Council staff are cooperative and effective;
- Record keeping for all fleet, plant and equipment is undertaken in an accurate and timely manner;
- Work is undertaken in a safe manner consistent with Council's Work, Health and Safety Policy;
- Effective and courteous standard of customer service.

## REPORTING LINES

This position reports to the Workshop Fleet Supervisor

## KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Undertake automotive repairs to all aspects of Council's plant and equipment, including diagnosis of problems, repairs and testing. Areas in which skills and knowledge are required are diesel and petrol engines, basic hydraulics, basic automotive electrical, transmissions and small petrol/two stroke engines. Works undertaken in a tradesman like manner;
- Undertake minor welding repairs to Council's plant and equipment;
- Maintain a clean and tidy personal work area and assist with general cleaning duties in a workshop environment;
- Utilization of hand tools, welding/cutting equipment and all safety equipment when working with or near hazardous materials;
- Assist in maintaining a daily record of all work task and materials on a Job Card or computer system;
- Undertake operational duties as required that may include operation of other plant or equipment where suitably licensed and experienced;
- Work under the supervision of the Leading Mechanic and where required, assistance is available from the Works Manager and/or Depot Supervisor;
- Perform out of hours when required, on a call out basis;
- Other duties as required from time to time, as per direction.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Automotive repair techniques associated with all Council equipment, including large earthmoving equipment, trucks, passenger vehicles and small petrol/two stroke engines;
- Good level of welding skills using both gas and electric (ie MIG, ARC);
- Basic skills in automotive electric's and hydraulics;
- Basic Computer Literacy – Ability to access and use computer and other required software programs;
- Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines;
- Good communication, interpersonal and customer service skills;
- Demonstrated level of motivation, productivity and safety;
- Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm;
- Good level of literacy and numeracy;
- Knowledge of workshop procedures and automotive repairs;
- Knowledge of the diverse range of plant, equipment and associated aspects applicable to workshop operations;
- Proven ability to work in both workshop and field locations.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- Possess formal qualifications in a Mechanical Trade (i.e. Mechanic Automotive/ Diesel Mechanic/ Heavy Vehicle Mechanic);
- Possess or be willing to obtain unrestricted MR class Driver's Licence (essential);
- Possess or be willing to obtain HR class Driver's Licences and High Risk Forklift Ticket;
- Desirable areas (but not essential) of accreditation include post Trade qualifications in Hydraulics, Auto Electrical and/or Welding (i.e. MIG, ARC etc).

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manages a work area of Council.
- Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

### To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

---

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

Name

---

Signature

Date

---

