

Position Description

Maintenance Mechanic

Position Title:	Maintenance Mechanic	Directorate:	Infrastructure & Development
Position Number:	100964	Department:	Works
Employment Status:	Full-Time	Position Type:	Indoor/Outdoor Employee
Employment Type:	Permanent	Location:	Work Centre
Classification Structure:	Grade 3		
Reports to:	Fleet & Workshop Officer		

PRIMARY PURPOSE:

The Maintenance Mechanic plays a key role in ensuring Council's fleet, plant and equipment are maintained to optimise reliability, safety and availability. The position undertakes diagnostics, servicing, repairs and inspections to minimise downtime and support efficient service delivery to internal customers. Working both independently and within a small team. The role operates with a strong focus on safety, compliance, continuous improvement and delivering quality outcomes for the community

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

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

2. External:

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

Accountabilities And Responsibilities

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 a safe and clean work environment, ensuring safe practices are followed during both general duties and onsite repairs. ▪ 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. ▪ Troubleshoot, diagnose, service, repair and maintain Council's fleet, plant and equipment to ensure safe, reliable and efficient operation. ▪ Undertake fault finding across mechanical, hydraulic, electrical and associated systems using basic diagnostic tools, schematics and manuals.
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	<ul style="list-style-type: none"> ▪ Create and maintain accurate work orders, service records and maintenance documentation ▪ Diagnose, overhaul, repair, tune, maintain and test diesel, petrol, hybrid and gas-powered vehicles, including 2-stroke and 4-stroke engines. ▪ Interpret manuals and software to identify spare parts and repair procedures liaising with the Fleet & Workshop officer in regard to parts ordering.
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.

Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> ▪ Trade Qualified Motor Mechanic with Diesel experience desirable
Desirable	<ul style="list-style-type: none"> ▪ Class MR Medium Rigid truck license ▪ Heavy Rigid Licence (or the ability to attain). ▪ Knowledge of asset management systems (fleet). ▪ Knowledge and understanding of invoice checking and processing procedures ▪ Demonstrated knowledge and experience in welding fabrication processes.
Licences	<ul style="list-style-type: none"> ▪ Drivers Licence - Class C car license ▪ Class LF Forklift license ▪ White Card
Skills and Experience	<ul style="list-style-type: none"> ▪ Minimum of 5 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). ▪ Able to work unsupervised in undertaking repair and maintenance work and to plan and organise any activities assigned to the position.

Work Environment


Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:


- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.


Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.




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

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

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

Employee Name:

Employee Signature:

Date: