



POSITION DESCRIPTION

Position Title	Mechanic	Classification	Band 4
Directorate	Infrastructure and Environment	Department	Operations
Direct Reports	Nil	Date	October 2026
Reports to	Workshop Supervisor		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

To provide effective and efficient maintenance, servicing and repair of Council's plant, equipment and vehicle fleet, ensuring assets remain safe, reliable and fit for operational requirements.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Undertake the servicing, maintenance and repair of Council's fleet, plant and equipment in accordance with Council procedures, NHVR requirements and industry best practice.
- Perform preventative, corrective and breakdown maintenance activities to ensure the reliability and availability of fleet and plant assets.
- Ensure all vehicles, plant and equipment released from the workshop are safe, compliant and fit for operational use.
- Comply with all relevant legislation, regulations, standards and Council policies when undertaking maintenance activities.
- Accurately complete maintenance records, inspection reports, work orders and other required documentation in a timely manner.
- Maintain a safe working environment by adhering to Council's Occupational Health and Safety policies, procedures and safe work practices.

- Identify, report and assist in mitigating safety hazards, defects and operational risks relating to fleet, plant and equipment.
- Operate and maintain workshop tools, equipment and facilities in a safe and responsible manner.
- Contribute to the efficient operation of the workshop through effective teamwork, communication and collaboration with internal stakeholders.
- Provide a professional, responsive and courteous level of customer service to internal and external customers.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Works under general supervision within established procedures, policies and work practices.
- Freedom to act is limited by defined standards, procedures and position objectives.
- Exercises discretion in the application of established guidelines; non-routine or complex matters are referred to a supervisor.
- Makes routine operational decisions within clearly defined parameters and delegated authority.
- Decisions and actions are subject to review and guidance by a more senior officer.
- Accountable for the accuracy, quality and timeliness of own work outputs.
- Operates in accordance with legislative requirements and Council policies and procedures relevant to the role.

JUDGMENT AND DECISION MAKING

- Objectives of the work are clearly defined, with established methods, systems and processes in place.
- Exercises judgement in responding to routine and moderately complex customer enquiries, selecting from a known range of options and applying established procedures, instructions and training.
- Demonstrates the ability to problem solve and liaise with internal and external stakeholders to achieve effective outcomes within defined parameters.
- Identifies issues requiring escalation and refers them appropriately in accordance with established guidelines.
- Guidance and advice are readily available to support effective decision-making.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to learn and apply relevant Council services, policies, procedures and systems appropriate to the position
- Demonstrated ability to provide quality customer service in a busy service delivery environment, delivering services in a positive, professional and efficient manner to internal and external customers.
- Sound administrative skills, with strong attention to accuracy, detail, compliance and record-keeping requirements.
- Demonstrated ability to use technology across systems relevant to the role, including customer request, records management, finance and other operational systems.
- Ability to communicate clearly and effectively through a range of channels, including phone, face-to-face, online and email correspondence, and to explain processes, requirements and information in plain language.
- Knowledge of customer tracking systems and corporate databases relevant to the role.
- Demonstrated experience in undertaking routine financial and transactional tasks where required, including end-of-day processes involving cash, cheque, EFT and other payment methods, in accordance with established procedures. *(Include only where required as part of the role.)*
- Understanding of the department's objectives and the role's contribution to team outcomes and Council service delivery.
- General understanding of the role's contribution to team outcomes and Council service delivery
- Demonstrated understanding of Child Safe Standards and the procedures for identifying and reporting concerns relating to the safety and wellbeing of children and young people.
- Heavy Vehicle Diesel Mechanic with light vehicle experience
- Experience in welding, fabrication and hydraulic system repairs.
- Sound knowledge of heavy vehicle, plant and equipment maintenance practices and NHVR/NHVAS requirements.
- Understanding of workshop operations, maintenance procedures and safe work practices.
- Ability to safely operate heavy vehicles and plant.
- Competent computer skills and experience using maintenance management systems and Microsoft Office applications.

INTERPERSONAL SKILLS

- Well-developed verbal and written communication skills, with the ability to convey information clearly and accurately to achieve customer and organisational objectives.
- Demonstrated ability to interact professionally and respectfully with a diverse range of internal and external stakeholders.
- Ability to provide quality customer service to a diverse customer base, including responding to routine enquiries and referring more complex matters appropriately
- Ability to work collaboratively in a busy team environment, contributing positively to team outcomes and fostering constructive workplace relationships.

- Demonstrated ability to gain cooperation and assistance from colleagues across different service units through effective communication and collaboration.
- Skills in written communication to prepare routine correspondence, records and reports as required.
- Maintains appropriate levels of confidentiality and professionalism in accordance with Council policies and requirements.

MANAGEMENT SKILLS

- Ability to organise and prioritise own workload to meet deadlines, service expectations and set objectives under general supervision.
- Applies problem-solving skills to routine operational issues within established guidelines, procedures and work practices.
- Demonstrated organisational and administrative skills, including the ability to manage multiple tasks in a busy work environment.
- Ability to prepare routine correspondence, records and reports in clear, plain English.
- Contributes to minor improvements in work processes by identifying routine operational issues and providing feedback to supervisors.

QUALIFICATIONS AND EXPERIENCE

Essential

- Trade qualification as a Heavy Vehicle Mechanic, Diesel Mechanic or equivalent, including Certificate III in Heavy Commercial Vehicle Mechanical Technology or a recognised equivalent.
- Heavy Vehicle Licence (HR or higher)
- Demonstrated experience in the servicing, maintenance and repair of heavy vehicles, plant and equipment.

Desirable

- Experience working within NHVAS/NHVR maintenance systems.
- Forklift Licence.
- Welding and fabrication qualifications or experience.
- First Aid Certificate.

KEY SELECTION CRITERIA

- Demonstrated knowledge, skills and experience in the servicing, repair and maintenance of heavy vehicles, plant and equipment, ideally complemented by experience maintaining light fleet vehicles, preferably within a municipal workshop, fleet maintenance environment or similar industry.
- Trade qualification as a Heavy Vehicle or Diesel Mechanic, with experience across a diverse range of fleet, plant and equipment assets.
- Sound understanding of occupational health and safety legislation, policies and safe work practices, with a strong commitment to maintaining a safe workplace.
- Well-developed diagnostic, problem-solving and fault-finding skills, with the ability to identify and resolve mechanical, hydraulic and related equipment issues efficiently.
- Ability to work effectively both independently and as part of a team, contributing positively to workshop operations and organisational objectives.
- Strong communication and interpersonal skills, with the ability to provide a professional and customer-focused service to internal and external stakeholders.
- Experience working within NHVR/NHVAS maintenance frameworks and compliance requirements.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure

This is a maximum term position.

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.

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