



## Position Description – Mechanic

<b>Division</b>	City Operations
<b>Portfolio</b>	Fleet Services
<b>Business Unit</b>	Fleet Services
<b>Level</b>	ME7
<b>Reports To</b>	Team Leader - Fleet Services
<b>Prescribed Position</b>	No

### Position Objective

To maintain and repair Council's plant and equipment to ensure the efficient and effective running of all Council's vehicles, plant and equipment, to legislative requirements.

Deliver excellent customer service and perform emergency, remedial and preventative maintenance, within budget and time constraints to approved quality standards.

### Key Responsibilities

- Provide an outstanding level of customer service to internal/external customers and following up customers to ensure their requests have been satisfied and problems solved.
- The ability to work effectively without direct supervision.
- A commitment to continuous improvement by consistent evaluation of workplace practices.
- Work as a positive and constructive team member.
- Perform and provide skilled mechanical repairs and corrective and preventative maintenance within budget and time constraints to approved quality standards.
- To perform the duties of a mechanic as defined in the Local Government Employees Award-
  - The application of the full range of mechanical trade skills and responsibilities.
  - The ability to competently perform repairs and maintenance on the full range of Council's plant and equipment.
- Proactively maintain and enhance skills and knowledge base by participating in identified training opportunities.
- Supply feedback of relevant data, information and documentation to the Team Leader.
- Instruct, supervise and mentor apprentices.

- Assist and guide contractors working on council Plant.
- Ensure compliance with all Council's policies and procedures.
- Ensure commencement and completion of daily works and lunch and tea breaks are at the appropriate times.
- Assist in establishing goals, objectives and outcomes for the work activities.
- Perform on site field work as directed by the Workgroup Leader.
- In consultation with operators, correctly identify the extent of breakdowns of machinery reported as defective and repair accordingly.
- Record or list information relating to work performed on service schedules.
- To be responsible for maintaining accurate records including:
  - daily recording of time sheets
  - daily recording of all plant, and material use
  - daily recording of information in diaries ie. work locations, activities, use of safety signage, staff details and any unusual incident that may occur during the day
  - daily job cards and service records including recording fluids and consumables used
- Responsible for operating digital devices as required for data entry, reporting or communication purposes.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

## **Selection Criteria**

### **Skills**

- Effective verbal and written communication skills when dealing with customers, suppliers and work colleagues.
- Accurate literacy and numeracy skills to match record keeping responsibilities.
- Willingness to undertake training to keep up with current technology.

- Demonstrated ability to work under pressure and establish priorities to meet deadlines.
- Ability to competently and safely use plant and equipment.
- Ability to work as a positive and constructive team member.
- Strong focus and commitment to quality customer service
- Basic computing skills including knowledge of the Microsoft Office and Internet Explorer environments are required.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

## Knowledge

- Demonstrated knowledge of petrol and diesel engines for service and repairs.
- Demonstrated knowledge of manual and automatic transmissions
- Demonstrated knowledge of hydraulics and pneumatics.
- Demonstrated knowledge of auto electrical and fault finding.
- Knowledge of repair and maintenance of mixed fleets and agricultural plant.
- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- A working knowledge of Council's software systems as required.
- A broad understanding of the WH&S Act and employees' responsibility in particular.

## Experience

- Experience in workshop and field repair of heavy plant and vehicles.
- Experience in oxy acetylene and MIG Welding.
- Experience in performance and compliance testing of small plant and equipment including mowers, chainsaws, compressors etc.
- Post apprenticeship experience as a tradesperson is preferable.

## Qualifications

Agricultural /Plant, heavy or light vehicle mechanic trade qualifications or appropriate qualifications and accreditations relevant to the position.	Essential
Car licence.	Essential

A heavy vehicle licence (MR or higher) or the willingness to undertake training.

Essential

Fork lift licence.

Desirable

Backhoe licence.

Desirable

Excavator licence.

Desirable

Post Trade training.

Desirable

Air conditioning qualifications.

Desirable

Auto electrical qualifications.

Desirable

Hydraulic knowledge.

Desirable