



POSITION TITLE	Mechanic
GROUP / DEPARTMENT	Infrastructure – Facilities & Open Spaces
REPORTING TO	Head Mechanic
DIRECT REPORTS	Nil
EMPLOYMENT BASIS	Permanent Full Time Local Government State Award
GRADE	Band 2 Level 1 Grade 5
APPROVED BY	General Manager
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

Provide maintenance and service of all Council's heavy plant, equipment and light vehicles both in the workshop and the field and also the operation of a RMS Inspection Station.

LINKS (INTERNAL)

- All Council staff
- Facilities & Open Spaces Team

LINKS (EXTERNAL)

- Government Departments
- RMS Staff

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Maintain items of plant including light vehicles, trucks and heavy machinery.
- Carry out mechanical, electrical, hydraulic, maintenance and repairs on Council's plant, equipment, trucks and vehicle fleet.
- Liaise with operators to assist in determining cause of faults and problems.
- Undertake diagnostic testing procedures to determine componentry faults.
- Undertake auto-electrical repairs including wiring up two-way radios, trailer wiring & repairing damaged wiring.
- Provide Head Mechanic and Supervisor with feedback on plant, equipment truck and vehicle evaluations if required.
- Drive and/or operate plant, equipment, trucks and vehicles for the purpose of fault finding and testing.
- Ensure that all appropriate State traffic laws, licence and transport regulations which apply to vehicles operation are complied with.
- Ensure your own and others health and safety in the workplace at all times.
- Wear all required personal protective equipment and ensure that duties are undertaken in accordance with safe work method statements.
- Drive/operate required plant items competently and with safety under all conditions.
- Be aware of operating procedures and use in accordance with manufacturers recommendations.
- Comply with Council's Work Health and Safety Policy/Systems.
- Follow all site safety rules when servicing in the field.
- Operate plant items in a safe, effective and efficient manner when testing.
- Carry out other duties as directed and in accordance with the ability, skill and training of the



incumbent.

- Undertake procurement as per Council's policy
- Ensure that the workshop and all associated equipment is maintained in a safe and serviceable condition
- Demonstrate a responsible attitude in relation to time keeping, work organisation and quality control with the ability to work unsupervised and willingness to participate and contribute as part of a team.
- Ensure workshop including office are cleaned regularly and all deliveries, parts, and tools are put away daily
- Operate plant or other duties when instructed by the Supervisor or Manager Facilities & Open Spaces
- Direct other staff when engaged in workshop activities
- Mentor and supervise junior staff or apprentice when required
- Undertake all necessary inspections, parts procurement, stores activities and maintain appropriate records for the purpose of fleet management
- Liaise with outside suppliers, government agencies and stakeholders
- Respond to emergency call-outs and work overtime as required

SELECTION CRITERIA

Essential

- Certificate III in Light Vehicle Mechanical Technology, Heavy Commercial Vehicle Mechanical Technology or similar.
- Current NSW Class C license or equivalent.
- Ability to work and participate as part of a team.
- Demonstrated ability to identify mechanical problems and initiate solutions.
- Sound literacy and numeracy skills.
- Sound written and verbal communication skills.
- Demonstrated experience in operating/handling small plant and equipment.

Desirable

- Heavy Vehicle Diesel Mechanic Qualifications (2nd, 3rd or 4th year apprentice considered)
- WHS Construction Induction Certificate (White Card).
- First Aid Certificate.
- Current NSW Class HR license
- Multi-mechanical qualifications such as air conditioning and hydraulics

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

Leadership - We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.

Excellence – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.

Accountability – We are open, honest and transparent in how we do business, the decisions we

make and the actions we take.

Delivery – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council’s Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.

SKILLS DESCRIPTORS

Administrative/Technical/Trades Band 2, Level 1

Authority and accountability: Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving: Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.

Specialist knowledge and skills: Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills: Positions may require skills in the supervision or co-ordination of small groups.

Interpersonal skills: Communication skills to explain situations or advise others.

Qualifications and experience: Appropriate work-related trade, technical or administrative qualifications or specialist skills training.