

<b>POSITION TITLE</b>	<b>Apprentice Mechanic</b>	
<b>GROUP / DEPARTMENT</b>	<b>Infrastructure - Operations</b>	
<b>REPORTING TO</b>	<b>Supervisor Workshop</b>	
<b>DIRECT REPORTS</b>	<b>Nil</b>	
<b>EMPLOYMENT BASIS</b>	<b>Full Time - Murray Mallee Training Services ERC - Host Employer Local Government State Award</b>	
<b>BAND/LEVEL</b>	<b>Band 1 Level 1</b>	
<b>GRADE</b>	<b>Trainee Grade 1</b>	
<b>APPROVAL</b>	<b>CEO</b>	<b>Date:</b>
<b>EMPLOYEE</b>	<b>Name</b>	<b>Date:</b>
	<b>Signature:</b>	<b>Date:</b>
<b>POSITION PURPOSE</b>		
The Apprentice Mechanic works under the direct supervision of the Head Mechanic and other workshop staff in maintaining and repairing Edward River Council's plant fleet and small plant items.		
<b>LINKS (INTERNAL)</b>	<b>LINKS (EXTERNAL)</b>	
<ul style="list-style-type: none"> <li>Workshop Team</li> <li>Council staff</li> </ul>	<ul style="list-style-type: none"> <li>RMS Staff</li> </ul>	
<b>KEY RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>Undertake mechanical, electrical, hydraulic, maintenance and repairs on Council's plant, equipment, trucks and vehicle fleet.</li> <li>Liaise with operators to assist in determining cause of faults and problems.</li> <li>Undertake diagnostic testing procedures to determine componentry faults.</li> <li>Provide Head Mechanic with feedback on plant, equipment truck and vehicle evaluations if required.</li> <li>Drive and/or operate plant, equipment, trucks and vehicles for the purpose of fault finding and testing.</li> <li>Be available for emergency &amp; afterhours work as required.</li> <li>Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the State Records Act.</li> <li>Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.</li> <li>Other duties and responsibilities as directed within skills and abilities of the individual.</li> </ul>		
<b>SELECTION CRITERIA</b>		
<b>Essential</b>		
<ul style="list-style-type: none"> <li>HSC Certificate or School Certificate.</li> <li>Demonstrated interest in mechanics and further developing these skills.</li> <li>Good written and verbal communication skills.</li> <li>Good level of numeracy and literacy skills.</li> </ul>		

- Sound attention to detail and organisational skills.
- Good customer service skills.
- Current Drivers Licence.

### Desirable

- WHS Construction Induction Certificate (White Card).
- Demonstrate experience in operating/handling small plant and equipment.
- Previous experience in basic maintenance activities for vehicles/plant items.

## 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.