

POSITION DESCRIPTION



Smart growth. Empowered communities. Creating opportunities.

Position Title:		Mechanic	
Business Unit:	Operations	Classification/Grade:	Band 2 Level 1 Grade
Position No:	MC341	Reports to:	MC345 Workshop Manager
Location:	Colemabally Darlington Point, Jerilderie	Positions reporting directly to this position:	NIL

Primary Purpose of the Position

The primary purpose of a Mechanic is the servicing, maintaining, and repairing Council's vehicles, heavy plant, and other equipment to minimise downtime and enable the optimal utilisation of plant and equipment. The servicing of plant may occur in council depots and/or in the field subject to operational requirements.

Roles & Responsibilities

The **Mechanic** is directly responsible for the following roles and responsibilities:

1. Ensuring all items of plant are serviced and maintained according to industry standards and legal requirements of use.
2. Ensuring workshop area and surrounds comply with Murrumbidgee Council's WHS Management System in regards to policy and procedures, including management of visitors, contractors, and suppliers.
3. Maintain security of workshop area and surrounds.
4. Book and co-ordinate RMS Heavy Vehicle Inspection Scheme (HVIS) calendar and ensure (in consultation with the Storeperson) all plant, vehicles, and equipment are appropriately registered and documentation is current and correct.
5. Assist in the development of plant replacement programs to maximise plant usage and minimise plant change over costs.
6. Mentor and supervise apprentices as required.
7. Respond to emergency callouts and work overtime as required.
8. Other duties within skills, competencies, and grading of role as directed by the Operations Manager.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of *'Trust, Honesty, Respect & Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.

- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures, and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with the Council's Code of conduct, plans policies, and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

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 coordination of small groups. Interpersonal skills: Communication skills to explain situations or advise others.

Interpersonal skills:

- Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

Qualifications and experience:

- Appropriate work-related trade, technical or administrative qualifications, or specialist skills training.

Qualifications & Experience

- Mechanical Trade qualified
- MR Class driver's licence
- WHS Construction Induction White Card
- Forklift Licence

Desirable Qualifications & Experience

- Previous experience in local government or other government employment
- Air Conditioner repairers licence
- Competency in the operation of backhoe/front-end loader
- HR drivers licence

Authorisation:

Prepared By:	GM/HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.