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# POSITION DESCRIPTION

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

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| 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 enabling 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. |

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| **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 complies 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 apprentice 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.
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| **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 Council’s Code of conduct, plans policies and procedures.
* Maintain physical capability to undertake duties appropriate to the role.
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| **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.

**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.
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| **Qualifications & Experience*** Trade certificate in the appropriate mechanical field
* MR Class drivers 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 operation of backhoe/front-end loader
* HR drivers licence
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| **Authorisation:**

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

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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.