

POSITION TITLE:	Workshop Mechanic	POSITION NO:	2155
EMPLOYMENT TYPE:	Permanent Full Time		
CLASSIFICATION:	Level C		
CERTIFIED AGREEMENT:	Field Staff	AWARD:	QLGIA
DEPARTMENT:	Infrastructure		
BRANCH:	Works and Fleet		
REPORTS TO:	Supervisor Workshop		

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

To assist in the day-to-day activities involved in the maintenance and repair of Council's fleet within Council's Workshop.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Perform maintenance tasks including inspection and servicing of heavy plant and equipment, trucks and light vehicles.
2. Perform fault diagnosis and rectification of faults on site when required.
3. Undertake repairs and maintenance of plant and equipment with minimum disruption to works and construction activities.
4. Complete and maintain accurate service records for plant and equipment.
5. Assess and obtain parts and materials required to effect repairs.
6. Report any major faults, breakdowns or anticipated faults and breakdowns to management and assist in rectifying these faults where possible.
7. Complete and maintain administrative and safety records e.g., timesheets, daily toolbox forms.
8. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Motor Mechanic Trade or Diesel Fitter Qualification
- Minimum requirement of a current C Class driver's licence
- General Safety Induction for Construction Worker Certification (White Card)
- HR drivers' licence and/or Forklift Ticket (desirable)

5. KEY SELECTION CRITERIA

1. Substantial relevant experience in undertaking repairs, maintenance and working with heavy earthmoving plant and machinery.
2. Ability to implement and maintain an effective preventive maintenance program for all fixed and mobile plant.
3. Sound literacy and numeracy skills.
4. Demonstrated ability to work effectively in a team environment and under minimal supervision.
5. Basic level of keyboard and computer skills, including working knowledge of the MS Office Suite.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 