

POSITION TITLE:	Apprentice Diesel Fitter	POSITION NO:	2688
EMPLOYMENT TYPE:	Maximum Term (up to 4 years) Full Time		
CLASSIFICATION:	Apprentice		
CERTIFIED AGREEMENT:	Field Staff	AWARD:	QLGIA
DEPARTMENT:	Infrastructure		
BRANCH:	Plant & Fleet		
REPORTS TO:	Supervisor Workshop		

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

Learn and develop engineering diesel fitting trade skills and to use those skills to provide quality support to Council

2. KEY RESPONSIBILITIES

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

1. Provide support to other sections as required.
2. Acquire practical, on-the-job experience and participate in theoretical training to acquire the skills of trade calling.
3. Work with and provide assistance to the qualified trade persons in carrying out their responsibilities in Council's Plant and Fleet services.
4. Provide assistance to tradespersons in the preparation of work, ensuring that the work areas are maintained in a clean and tidy condition.
5. Maintain in good condition, any of Council's equipment used in the provision of mechanical services under the control of the employee.
6. Demonstrate a responsible attitude in relation to time keeping, work organisation and quality control in providing an efficient and effective service to Council.
7. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- 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

- Successful completion of Year 10 Certificate.
- General Safety Induction for Construction Worker Certification (White Card).
- Minimum requirement of a current C Class driver's licence/learners' licence.

5. KEY SELECTION CRITERIA

1. Commitment to learn new skills and to complete a formal qualification in diesel mechanics
2. Ability to carry out a physical role with a mechanical aptitude
3. Sound literacy, numeracy and communication skills

- 4. Proven ability to follow direction and at times work with minimal supervision
- 5. Ability to work effectively in a team environment

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 Councils 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: 