

POSITION DESCRIPTION



Smart growth. Empowered communities. Creating opportunities.

Position Title: Mechanic			
Business Unit:	Operations	Classification/Grade:	Band 2 Level 3 Grade
Position No:	MC341	Reports to:	MC345 Workshop Manager
Location:	Coleambally Darlington Point, Jerilderie	Positions reporting directly to this position:	NIL

Primary Purpose of the Position

The primary purpose of a mechanic is servicing, maintaining and repairing council's vehicles, heavy plant, and other equipment to minimise downtime and enable the optimal use of plant and equipment. Plant may be serviced 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 to provide a specialised or technical service with elements of complexity demands a combination of expertise, problem-solving skills, effective communication, and a commitment to continuous improvement.

Judgement and problem solving:

- Problem solving and judgements are made where there is a lack of definition requiring a systematic approach that involves analysis, evaluation of options, prioritisation and flexibility of a number of options. Typical judgements may require variation of work prioritise and approaches.

Specialist knowledge and skills:

- Has advanced knowledge and skills in a number of areas where analysis of complex options are involved.

Management skills:

- May provide guidance/supervision when required.

Interpersonal skills:

- Skills required effectively communicating with subordinate's staff and negotiating to resolve dispute with both staff members and the public.

Qualifications and experience:

- Suitable experience or qualifications in a number of defined skill areas

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.