

POSITION DESCRIPTION

Position Title:			Mechanic
Business Unit:	Operations	Classification/Grade:	Grade 5-6
Position No:		Reports to:	Plant and Workshop Manager
Location:	Darlington Point,	Positions reporting directly to this position:	NIL

Primary Purpose of the Position

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

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.

Authority & Accountability

Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement & Problem Solving

Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available

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

Specialist Knowledge & Skills

Positions will have demonstrated competence in a number of key skill areas related to major elements of the job

Qualifications & Experience

- Trade certificate in the appropriate mechanical field
- HR 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
- HC drivers licence

Authorisation:

Prepared By:	GM/HR	Date Issued:	January 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.