



Croydon Shire Council

Position Description

Position Title	Qualified Mechanic
Department	Works
Award	Queensland Local Government Industry (Stream C) Award – State 2017
Award Classification	C10 – Engineering - Remuneration to be negotiated - depending on skills, experience and qualifications.
Position Type	Full Time - 38 hrs per week
Reports To	Workshop Supervisor

Position Objective

To provide an effective and efficient mechanical service to ensure all Council fixed and mobile plant, equipment and vehicle fleet is maintained in a safe, cost effective and operational manner.

To provide leadership and mentoring to plant operator/s, trainees and apprentices.

Duties and Responsibilities

1. Carry out maintenance and servicing work on Council's fixed and mobile plant and equipment, workshop equipment and small engines.
2. Carry out mechanical assembly, welding, electrical testing, air-conditioning, hydraulics, diagnostics and servicing in the workshop and in the field.
3. Carry out fault diagnosis and rectifications to mechanical equipment and systems associated with Council operations.
4. Assist in the requisition of parts, materials and equipment required for maintenance and repair operations.
5. Consult the Workshop Supervisor regarding the development or modification of plant and/or the purchase of new or replacement plant.
6. Ensure job fuel and lubricant issues are correctly and accurately recorded and maintained to certify issues.
7. Keep a diary, timesheets and other records as required for costing and maintenance purposes.
8. Maintain accurate and complete records of repairs / maintenance / component hours.
9. Prepare reports when requested.
10. Respond to call outs and breakdowns as required and approved by the workshop Manager
11. Maintain the mechanical depot site in a clean and tidy manner.
12. Report security issues, lost or stolen items.
13. Support Workshop Supervisor in Fleet Management tasks from time to time.
14. Exercise sound judgement, initiative, confidentiality and sensitivity in the performance of



work.

15. Work efficiently and effectively in a team environment.
16. Attend meetings and participate in training programs as required.
17. Undertake other duties as directed, consistent with skills, competence and training which contribute to the effectiveness of Council's operations including, but not limited to, labouring and operation of plant which you are licensed for.
18. Contribute to the efficient and productive operation of Croydon Shire Council and maintain and foster a team spirit among those in the working environment.
19. Actively seek opportunities to implement change that will contribute to improve efficiency and operations of Council.
20. Liaise with the Workplace Health and Safety Advisor.
21. Refer matters that may impact on the business, Council and employees to the Workshop Supervisor.

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, Councils Work Health and Safety Management System, SafePlan and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Officer. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- Subject to prior approval by management, all employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area.
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.



- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

1. Trade Certificate in relevant qualification suitable for role
2. Three years minimum trade experience.
3. Current Queensland 'HR' class drivers' licence preferred but not essential.
4. General Construction Industry Induction (White card).
5. Ability to organise and complete mechanical repairs.
6. Effective communication skills.
7. Knowledge of clerical procedures and parts sourcing.
8. Maintenance and operation of a safe workplace.
9. Current licence to operate a Forklift, preferred but not essential.
10. Certificates of competency for other plant and machinery would be desirable.
11. Sound literacy and numeracy skills.
12. Competent computer skills.

Key Performance Indicators (KPI's)

1. Service and maintenance functions carried out in a timely and efficient manner in accordance with manufacturers and industry guidelines.
2. Allocated tasks and responsibilities are completed consistently within agreed timeframes in a professional and efficient manner.
3. Remain up to date with changing industry standards and best practice.
4. Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.
5. Support development of Council's apprentices and Trade assistant staff within qualification scope.
6. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
7. Compliant Records Management is adhered to for the secure protection of Corporate Records.
8. Compliance with Croydon Shire Council's Code of Conduct.
9. Contribution to the efficient and productive operation of the Local Government Organisation.

Selection Criteria



1. Trade certificate or higher qualification in the mechanical engineering trade, suitable for the role with three years minimum trade experience.
2. Experience in both diesel and petrol engines and small engines for plant.
3. Experience in all aspects of petrol and diesel vehicles including servicing and maintenance in a workshop and in the field, welding, air conditioning, hydraulic systems.
4. Ability to work in a team environment and support other employees and work areas.
5. Sound level of interpersonal and communication skills, numeracy and literacy.
6. High level of personal initiative, be self-motivated and have good time management, planning and organisational skills.
7. Ability to work without supervision.

Certification

Employee Name:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____