

Job and Person Specification

Position	Municipal Employee – Mechanic
Stream:	Works
Award Classification:	Municipal Employee Grade 7 + AWU Collective Agreement No. 2 2012
Allowances:	Disability + Tool + Administration
Salary:	\$58,958 - \$60,239
Reports To:	Manager Works & Infrastructure Services
Employee Name:	
Start Date:	
Contract End Date:	30 June 2024

POSITION OBJECTIVES

- Assist the Manager Works & Infrastructure Services to:
 - Effectively manage and co-ordinate the allocation and deployment of resources within the Maintenance Department including personnel, vehicles, equipment and inventory to deliver safe, cost effective and timely maintenance and service programs.
 - Ensure that the Manager Works & Infrastructure Services is informed of specific Maintenance Department activities and progress daily.
- To provide preventative maintenance and carry out repairs to Council plant and equipment as necessary to maintain them in a safe and effective operating condition.
- It is emphasised this position is a “hands on position” but will also require reporting skills to meet best practice standards.
- Perform other duties as directed in accordance with the award classification (Local Government Employees Award – Municipal Employee Grade 7).

KEY RESPONSIBILITIES & TASKS

Part A

General responsibility for the efficient and effective operation of the workshop and store and the maintenance and repair of all Council plant and vehicles to ensure that they are in a safe and serviceable condition.

Specific duties include:

- Preventative maintenance, including developing, reviewing and operating a planned preventative maintenance program.
- Repairs as required either carried out internally or arranged with an external provider.
- Checking and test driving for road worthiness and safe operation.
- Scheduling repairs and maintenance of plant in consultation with the Manager Works & Infrastructure Services, Works Supervisor and operators.
- Maintenance of service records.
- Preparation of annual budgets and reports for Council and Council committee meetings. Attendance at these meetings as required.
- Responsibility for maintaining, issuing and recording the usage of fuel and oil supplies.
- Control of depot store items.
- Ensuring the cleanliness and safety of the workshop area.
- Provide support in other areas of operation.
- Be responsible for the training, including the safety and welfare, of any apprentice or trainee mechanics Council may employ.

- Duties in accordance of any municipal works including plant operation as directed by the Manager Works & Infrastructure Services.
- Responsible for purchase orders as per Council's Procurement and Disposal Policy.
- To help promote the image of the Council in all dealings with the community.
- Abiding by Council's Work Health Safety Policies and Procedures.
- Working within the requirements of Council's Enterprise Bargaining Agreement.
- Other duties as required which are within the skills, knowledge and experience requirements of this position.
- To undertake external and on-the-job training, as required, to include (but not limited to) initial and refresher for the attainment of skills applicable to the Award classification and the role, Work Health Safety and Council's Policies and Procedures.

Part B

In respect to personal conduct:

- Be ethical and conscientious in the performance of official duties and exercise care in the use of official information.
- Exercise care in the use of Council equipment and facilities.
- Exercise courtesy, consideration and sensitivity in dealing with members of the community and fellow employees.
- Outside the work environment, not act in a manner that would reflect adversely on the Council or fellow employees.
- Have a good working knowledge of Council Policies and Procedures, namely Policy Manual (incl. WHS).
- Adhere to Council's Code of Conduct for Employees.

JOB REQUIREMENTS

Skills

- Welding ability – MIG and Oxy.
- Ability to drive a wide range of motor vehicles and plant.
- Verbal and written communication ability.
- Reasonable literacy and numeracy skills.
- A degree of self-motivation and time management.
- Versatility in problem solving.
- Ability to work with minimal supervision and limited direction.
- Demonstrate a high level of time management, motivation, enthusiasm and commitment to professionalism and quality principles.
- Demonstrate interpersonal skills and work ethics including the ability to work as an effective member of a multidisciplinary team.
- An acceptable standard in general customer contact.

Experience / Qualifications

- Proven experience / qualification as a Mechanic or Fitter (Diesel and Commercial).
- Hold and maintain a minimum HC class drivers licence.
- Experience in the maintenance and repair of motor vehicles and heavy earthmoving equipment.
- Experience in the operation of a workshop and store.
- White Card (or ability and willingness to obtain).
- Front end loader and other relevant plant certification/competency (or ability and willingness to obtain).
- Current high risk licence for Forklift (or ability and willingness to obtain).

Knowledge

- A sound knowledge of mechanical and other repair work for heavy earthmoving plant and motor vehicles and small plant.
- Working knowledge of store control.

EMPLOYEE RESPONSIBILITIES

Records Management

- Use Council's established records management system for the management of all records, including electronic records.
- Create records on transaction of business, or as soon as practicable afterwards.
- Ensure capture of official records into Council's record keeping system upon creation or receipt.
- Not destroy Council records without authority.
- Handle records with care and respect, and ensure the safe custody of records in their possession.
- Not remove official records from Council premises without the express permission from the Chief Executive Officer, unless it is in the course of your normal duties.

Work Health Safety

Workers have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission by:

- a) Carrying out their roles and responsibilities as identified in the Wudinna District Council's WHS program WHS policies and procedures.
- b) Following reasonable instructions and Safe Work Instructions etc. designed to protect their health and safety at work.
- c) Obeying all reasonable instructions from the supervisor/manager in regard to working conditions or methods.
- d) Not performing any procedure or task unless appropriate training and instruction has been received.
- e) Using safety devices and protective equipment, where required, correctly and in accordance with health and safety procedures.
- f) Ensuring that all allocated equipment is maintained and in sound operational condition.
- g) Reporting any identified hazards, and any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- h) Take such action as within their competence and responsibility to report or make such recommendation to a higher level as necessary to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods.
- i) Actively participating in rehabilitation and return to work programs.
- j) Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.
- k) Participating in consultation resulting in adoption of changes in the workplace related to introduction of new plant, process or practice.
- l) Not reporting for work under the influence from the consumption of alcohol, or a drug, nor in such a state as to endanger personal safety or that of others, in accordance with Council policy and Section 28 of the *Work Health Safety Act 2012*.
- m) Supporting and use appropriate consultative structures.
- n) Ensuring that all contractors operate in accordance with relevant Council Policy.
- o) Electing Work Health Safety Representatives.

PERFORMANCE / SKILL STANDARDS

Performance is judged on:

- Punctual and reliable attendance to work.
- Aptitudes for working with mechanical devices.
- Common sense approach to situations requiring initiatives.
- Ability to complete work tasks in a timely manner.
- Quality of work.
- Safety record.
- Interest shown in organisation operations.
- Effectiveness and efficiency.
- Contribution to workforce team.
- Ability to meet budget requirements as set by Council.

ENDORSED

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Job and Person Specification. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

EMPLOYEE

SUPERVISOR

MUNICIPAL EMPLOYEE – MECHANIC

Kelsey Trezise
MANAGER WORKS & INFRASTRUCTURE SERVICES

Alan F McGuire
CHIEF EXECUTIVE OFFICER

Date: _____