



Wudinna District Council

Job and Person Specification

Position	Mechanic
Stream:	Works
Award Classification:	Local Government Employees Award - Grade 7 + AWU Collective Agreement No. 1 2021
Allowances:	Tool Allowance
Salary:	\$64,230.40 - \$65,647.40 (minimum – negotiable above award payment dependent on qualifications, skills and experience)
Employment Type:	Contract – Full Time (38 hours per week)
Reports To:	Manager Works & Infrastructure Services
Employee Name:	
Start Date:	
Contract End Date:	30 June 2026

POSITION OBJECTIVES

The Mechanic is responsible for managing and coordinating the allocation and deployment of resources to deliver safe, cost effective and timely maintenance and services programs on Council's plant and equipment.

KEY RESPONSIBILITIES & TASKS

Plant & Equipment Maintenance

- Perform fault diagnosis and obtain parts and materials required to carry out repairs.
- Develop, implement and operate a planned preventative maintenance program for plant and equipment.
- Complete planned maintenance activities inline with maintenance program.
- Organise and liaise with external providers for repairs and maintenance to be completed where it is unable to be undertaken internally.
- Complete and maintain accurate service and repair records.
- Respond promptly to all breakdowns, ensuring equipment is returned to action, whilst causing minimum disruption to works activities.
- Ensure all plant and equipment, processes and fixtures are fully compliant with organisational and legislative workplace health and safety requirement.
- Ensure the Manager Works and Infrastructure Services is informed of specific maintenance and repair activities and progress.
- Preparation of annual budgets for planned machinery maintenance and repair costs.
- Prepare reports for Council and Council committee meetings. Attendance at these meetings as required.

Workshop & Stores

- Properly maintain materials, tools, equipment, service vehicles and workshop areas in a tidy and safe condition.
- Responsibility for maintaining, issuing and recording the usage of oil supplies.
- Responsibility to ensure depot store items are well stocked.

Other

- Support other Council staff, in particular the Manager Works and Infrastructure Services, with additional tasks as requested and/or assigned to assist with the day-to-day operations of the Council Works Department.
- Purchase minor materials/consumables as work requires, with all major items being discussed with relevant supervisor.

PERSONAL CRITERIA

- Must possess drive, initiative, and enthusiasm toward all responsibilities.
- Committed to learning, innovation, and continuous improvement.

- Ability to work with minimal supervision and limited direction.
- An acceptable standard in general customer contact.
- Demonstrate a high level of time management, motivation, enthusiasm and commitment to professionalism and quality principles.
- Demonstrate the ability to plan, prioritise and organise work activities to achieve work outcomes.
- Demonstrate interpersonal skills and work ethics including the ability to work as an effective member of a multidisciplinary team.
- Ability to work in a physically demanding occupation, often in hot and noisy conditions.
- Be able to problem solve and exercise judgement related to resource requirements to carry out a task.

SKILLS & KNOWLEDGE

- A sound knowledge of legislation, regulations, by-laws, and policies relevant to the position.
- Relevant experience in the repair and maintenance of various fleet, heavy earthmoving plant and machinery together with the ability to diagnose and rectify mechanical faults (including air-conditioning, tyre maintenance, hydraulic systems, transmissions and engine components – petrol or diesel).
- A sound knowledge of minor plant maintenance and repair.
- Experience in the operation of a workshop and store.
- Possess reasonable literacy and numeracy skills for understanding and complying with Safety Data Sheets, WHS policies and procedures and reporting requirements etc.
- Basic computer skills for keeping and updating for servicing and repair records.
- Courtesy, consideration, and sensitivity is displayed when responding to enquiries (both external and internal) as set out in Council's Policy.
- Communication with others is conducted in a clear, concise manner and is focused on the best way to achieve work objectives.
- Ability to analyse problems and formulate appropriate solutions and report all major problems directly to supervisor.
- A general understanding of the services Council provides to the community.

EXPERTISE AND QUALIFICATIONS

- An Australian recognised trade certificate as a Diesel Mechanic or equivalent.
- Must hold and maintain a current driver licence (minimum HC class or the ability and willingness to obtain this at the worker's expense).
- Experience in welding fabrication is desirable.
- Competent in the operation of various motor vehicles, plant and equipment. Relevant plant notice of satisfactory assessment (NSA) is desirable but not essential.
- High Risk Licence for Forklift Operation (hold or obtain within 12 months of commencement).
- Chainsaw Operation Certificate (hold or obtain within 6 months of commencement).
- Current First Aid certification (hold or obtain within 6 months of commencement).

EMPLOYEE RESPONSIBILITIES

Records Management

- Use Council's Records Management System for the management of all records, including electronic records in accordance with relevant policies, procedures, and legislation.
- 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.
- 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

The Worker has a responsibility under the Work Health and Safety Act 2012 SA, Division 4, Section 28 – Duties of Workers, to ensure their own health and safety and take reasonable care that his or her act or omissions do not adversely affect the health and safety of other persons.

This includes but is not limited to:

- Referring to further information contained in Councils' WH&S and Return to Work (RTW) Policy.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act in relation to safety as work.
- Co-operate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Actively implementing and working within Council's WHS & RTW Policy, supporting Policies and Procedures and Safe Work Instructions.
- Not performing any procedure or task unless appropriate training and instruction has been received.
- Actively contributing to consultative and participative arrangements for the management of WHS.
- Participation in consultation resulting in adoption of changes in the workplace related to introduction to new plant, process, or practice.
- Using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment.
- Ensuring that allocated equipment is maintained and in sound operational condition.
- Keeping work areas in a safe condition and assisting to ensure good housekeeping practices are maintained.
- Not interfering with or misusing items or facilities provided in the interest of health and safety.
- Reporting any identified hazards or potential hazards, any accidents, injury, incidents and 'near misses' which arise in the course of work and promptly completing any required documentation.
- Elect Work Health & Safety Representatives

Fit for Work

It is expected that all Wudinna District Council employees are fit for the inherent job requirements and physical demands of their appointed position and will remain so during the course of their employment, in line with reasonable work, health and safety expectations and relevant policies and procedures.

As an employee of Wudinna District Council, you have an obligation to report any health or safety issues so that early intervention can be engaged, leading to appropriate medical treatment, where required, and identification and provision of reasonable accommodations, where possible.

Special Conditions

- Employees are required to participate in the Performance Appraisal process as determined by management.
- A National Police Certificate must be obtained and provided to Council before commencement of employment.
- A Hepatitis B vaccination is compulsory for all works department employees.
- Some work outside of normal hours may be required as part of emergency works or scheduled maintenance requirements.
- This position description is not to be interpreted as totally prescriptive in nature. It is indicative of the type and range of duties and responsibilities which can be expected of the employee, they may be required to undertake other duties and responsibilities deemed necessary for operational reasons.

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

MANAGER

MECHANIC

 Kelsey Niblett
MANAGER WORKS & INFRASTRUCTURE SERVICES

 Kristy Davis
CHIEF EXECUTIVE OFFICER

Date: _____