



POSITION DESCRIPTION

Position Title:	Fleet Mechanic
Position Number:	20240004
Department:	Infrastructure Services
Section:	Operations
Main purpose of the role:	Perform repairs, maintenance and servicing of Council's plant and equipment.
Reports to:	Supervisor Fleet
Hours of work:	6.30am to 4.30pm Tuesday to Friday based on a 4 day work week
Salary Grade:	Grade 11
Disclosure of Interest: Is the position required to complete a Disclosure of Interest Form (clause 4.18 of Council's <i>Code of Conduct for Council Staff</i>)	No
Last reviewed:	April 2024

PRIMARY RESPONSIBILITIES AND DUTIES

- Perform repairs, maintenance and servicing of Council's plant and equipment.
- Operate and maintain items of plant and equipment as required in a safe and competent manner in accordance with manufacturers' specifications, including the use of diagnostic equipment as required.
- Actively undertake physical labouring tasks as required.
- Ensure that work is performed to a high standard and completed in a timely manner.
- Plan and prioritise work.
- Perform fabrication and welding work as required. (MIG & MMA, both in the workshop and in the field)
- Act as a heavy vehicle examiner in accordance with Roads and Maritime Services (RMS) requirements.
- Liaise with plant manufacturers and suppliers as required and procure services and or parts/supplies in accordance with Council's procurement policies as required.
- Complete and provide accurate records and documentation as required including the use of computerised systems.
- Actively participate in team development and meetings and promote improvement in Council procedures and assist Council to achieve its objectives.
- Occasional supervision of people performing the same or similar tasks.

- Hold and maintain current competency in the Traffic Controller Skillset (previously called RMS Blue Card) and / or an Implement Traffic Control Guidance Plan skillset (previously called RMS Yellow Card) as required.
- Undertake training as required.
- Comply with Council's Work Health and Safety (WHS) processes and actively participate in WHS consultation and training.
- Actively contribute to ensuring that a safe work environment and safe systems of work are in place.
- Participate in the development and implementation of Councils WHS policies, procedures and guidelines, and other documentation.
- Act in the position of Supervisor Fleet as required.
- Obtain and/or maintain currency of first aid qualifications as required.
- Provide assistance to others in the team as required.
- Ensure that a positive public image is portrayed to all internal and external customers in all public forums.
- Perform other duties as required.

SELECTION CRITERIA

- Current Tradesperson's Certificate in Heavy Diesel Mechanics issued by Department of Fair Trading.
- Current Class HR (Heavy Rigid) Driver's Licence.
- Current Licence to Perform High Risk Work for a forklift (class LF).
- Hold a WorkCover Construction Induction Card (White card) or the ability and willingness to obtain same.
- Demonstrated knowledge and experience in the repair, maintenance, and servicing of a wide range of small and large plant and equipment including heavy trucks.
- Demonstrated knowledge and experience in the use of electronic diagnostic tools (e.g. G-Scan & Snap-On Verus Edge).
- Be an Authorised Heavy Vehicle Examiner under the RMS Authorised Inspection Station Scheme or be prepared to obtain same as a condition of employment.
- Demonstrated commitment and experience in maintaining a healthy and safe working environment and working in accordance with work health and safety (WHS) requirements.
- Demonstrated ability to work independently and in a team environment and contribute to team outcomes.