



Position Description – Plant Mechanic

Position:	Plant Mechanic
Band:	3
Position Number:	10089
Business Unit:	Infrastructure Maintenance
Directorate:	Community Infrastructure

Name of Occupant	Vacant
Date Approved	16 September 2020
Approved By	Manager Infrastructure Maintenance

Position Objective

The primary objectives of the position are:

- Execution of the Fleet Maintenance program to ensure that all Council owned vehicles, plant and equipment are maintained in a safe, efficient and cost-effective manner;
- Execution of the programmed and reactive facilities maintenance activities at Council depot sites; and
- All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- Execute the maintenance of all Council vehicles, plant and equipment to a high standard;
- Execute maintenance activities at Council depot sites to ensure continuity of operation;
- Attend to requests from Team Leaders and plant operators especially with regards to safety; report significant problems to the Supervisor Workshop and provide suggested solutions;
- Order parts/stores necessary for the maintenance program and liaise with the Supervisor Workshop regarding major parts and alternative maintenance techniques;
- Accurately record maintenance activities performed and maintain cost control;
- Assist in the introduction/installation and commissioning of new plant and equipment within the depots;
- Keep abreast of alternative maintenance techniques involving new plant and equipment; attend training courses where appropriate; encourage good relations with all staff and manufacturers' representatives;
- Ensure that all tasks are undertaken in a healthy and safe manner, and that unsafe aspects of the workplace are immediately rectified and/or reported as appropriate; and

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Supervisor Workshop
Supervises:	Nil
Internal Liaisons:	Council Employees and Officers
External Liaisons:	Contractors and Suppliers

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic – by resolving issues and making the best possible use of our time, effort and resources.

Respectful – of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic – by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

Qualifications and Experience

The qualifications and experience required for the position include:

- Relevant Mechanical Trade Certification (Automotive, Heavy Vehicle or Mobile Plant preferred) or equivalent;
- Extensive experience in diagnosis and repair of petrol and diesel motor vehicles, plant and equipment;
- Experience in the fabrication and machining of parts to repair/modify plant;
- Current Victorian Driver Licence with Heavy Rigid endorsement;
- Experience in the maintenance of depot related plant and equipment along with installation and commissioning of new plant and equipment;
- Experience in cost control and record keeping within a depot/workshop environment; and
- Current licences/training in the following would be an advantage, but not essential:
 - a. Front end loader;
 - b. Non-slewing mobile crane;
 - c. Elevated work platform;
 - d. LF forklift truck;
 - e. Confined space entry; and/or

- f. Construction induction (white card).

Key Selection Criteria

- Qualifications and experience as outlined above;
 - Demonstrated customer service focus;
 - Sound communication, problem solving and interpersonal skills; and
 - Demonstrated ability to work as part of a team.
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Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Be accountable for the quality, quantity and timeliness of work performed to the appropriate standard under general supervision but with scope to exercise discretion in the application of established practices and procedures.
- Act within limits of budget and policies.

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Tasks will be completed under general supervision but with scope to exercise discretion in the application of established practices and procedures.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Good mechanical aptitude
- Ability to manufacture and modify equipment.
- Welding and electrical skills required.

Management Skills

The required management skills include:

- The ability to manage one's time, achieve performance targets and to co-ordinate with other employees on a daily basis.

Interpersonal Skills

The interpersonal skills required for this position include:

- Basic oral and written communication skills.
- Ability to work as part of a team.

- Being self-motivated and show initiative in ability to co-operate and assist other employees and members of the public.
- Train and develop other members of the team.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date