

# Position Description

**POSITION TITLE:** Mechanic  
**DEPARTMENT:** Engineering Services  
**REPORTS TO:** Supervisor Plant  
**DATE PREPARED:** 21/05/2020

**POSITION NO:** EN  
**GRADE:** 5

**DATE REVISED:**

## POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through the provision of well-maintained, safe and reliable plant and resources and supporting and sustaining services, infrastructure and the completion of works programs and Council operations throughout the shire, in an efficient and effective way using sound business practices.

## MAIN JOB PURPOSE

The role of the Mechanic is to:

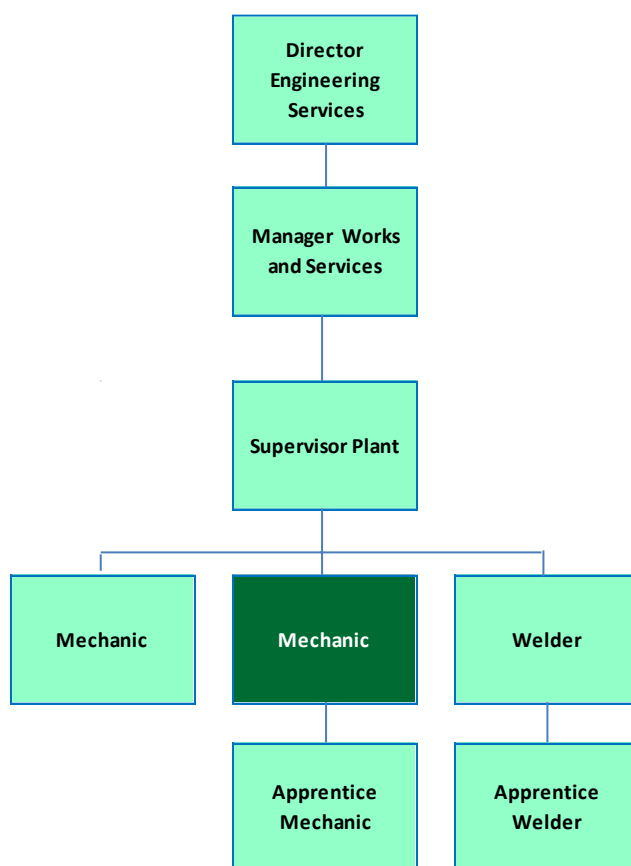
- Develop and monitor maintenance schedules and works programs for Council plant and equipment in consultation with the Supervisor Plant.
- Coordinate on-ground workshop activities on a daily basis including supervision of staff and ensure the efficient use of workshop tools, equipment and materials.
- Monitor, report on the condition and utilisation of plant and provide technical advice for the disposal and acquisition of plant in consultation with the Supervisor Plant.
- In consultation with the Supervisor Plant monitor and manage operational budgets and reporting for works projects.
- Carry out maintenance, servicing and repairs on Council's plant, vehicles, equipment, water, sewerage and irrigation systems and public facilities, including the design, repair and fabrication of parts, providing advice to Council on optimising equipment life, reliability and correct operational procedures.

## COUNCIL VALUES

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:-

- Having **respect** for other people.
- Providing responsive **customer service**.
- **Taking pride** in Nyngan and the greater Bogan Shire.
- **Working together** as a team to get things done.
- Being **accountable** for our decisions and actions.
- Acting with **integrity and honesty**.
- Demonstrating **strong leadership**.

## DEPARTMENTAL STRUCTURE



## KEY ACCOUNTABILITIES

The Mechanic has the following specific accountabilities in contributing to the provision of well-maintained, safe and reliable plant and resources:

1. Lead and work as part of a team to carry out maintenance, servicing and repairs on Council's plant, vehicles, equipment, water, sewerage and irrigation systems and public facilities.
2. Work with the Supervisor Plant to develop and implement strategies for the overall improvement of Council's maintenance, repair, disposal and acquisition of plant and equipment, providing estimates where appropriate.
3. In consultation with the Supervisor Plant, prepare, implement and monitor maintenance schedules and prepare weekly work plans to allocate staff, plant and material to meet maintenance and repair timeframes and deadlines. As necessary, reprioritise tasks and staff allocation to deal with unscheduled, urgent repairs and maintenance.
4. Provide effective supervision and on the job training for workshops staff and carry out supervision responsibilities such as monitoring of expenditure, time sheets, safe working practices and usage of plant and equipment.
5. Lead and work as part of a team to provide a high standard of responsive internal customer service in all workshop related matters.
6. Lead and work as part of a team to design, repair and fabricate parts and light engineering structures.
7. Liaise with Supervisor Plant and Team Leader Water and Sewer in the planning and scheduling of the yearly maintenance shutdown of pump stations and water and sewerage treatment systems, and the design and construction of new water, sewerage and irrigation systems and public facilities.

**NOTE:** Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

## KEY SELECTION CRITERIA

### Essential:

1. Demonstrated experience in heavy plant and light vehicle maintenance and repair with the ability to manage the technical aspects of the position and a demonstrated record of achievement in the completion of maintenance and repairs projects to agreed standards, on time and to budget.
2. Proven leadership skills including the ability to motivate, encourage and direct the efforts of others towards the achievement of goals and the completion of activities / projects in an environment which encourages performance excellence and a customer focus and develops and maintains a team culture based on positive values.
3. Demonstrated organisational and time management skills; including a proven ability to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, plan work and think independently with a common sense approach to problem solving to get results.
4. Well-developed written and verbal interpersonal, communication and consultation skills, including the ability to establish and maintain effective working relationships and prepare and interpret work programs and routine reports.
5. Tertiary qualifications at AQF Level 3 (Certificate III) in Automotive/Heavy Commercial Vehicle Mechanical Technology (or equivalent) with a minimum of 1 year practical experience.
6. Hold a current Class C Drivers Licence.
7. Hold a current WorkCover NSW OHS Construction Induction Card.
8. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.

### Desirable:

1. Work Zone Traffic Control - Traffic Controller Skill Set (RIISS00044) – equivalent 'Blue Card'.
2. Work Zone Traffic Control – Implement Traffic Control Guidance Plan Skill Set (RIISS00041) – equivalent 'Yellow Card'.
3. Work Zone Traffic Control Guidance Plan – Developer Skill Set (RIISS00041) – equivalent 'Red Card'.
4. Statement of Attainment for TLILIC0003 Licence to operate a forklift truck / National High Risk Work Licence (LF).
5. Current First Aid Certificate.
6. Hold or be eligible to obtain within 6 months of appointment and renew every 3 years, a NSW Fair Trading Tradesperson's Certificate as required under the Motor Dealers and Repairers Act 2013.

## CONDITIONS

- Carry out work in a wide variety of indoor and outdoor environments – workshop, buildings, roadsides, parks, playgrounds, sports grounds, public amenities, showgrounds and airport.
- Respiratory Health Monitoring as per legislative requirements if working with Asbestos.
- Serology/vaccination for Hepatitis B and C
- Serology/vaccination for Tetanus
- WHS Accountabilities and Responsibilities – this role is a designated 'Officer' role as defined under the WH&S Act 2011, with six (6) essential elements requiring an officer to:
  - Acquire and keep up to date knowledge of WH&S matters.
  - Gain an understanding of the operations of the business and the hazards and risks involved.
  - Ensure appropriate resources and process are provided to enable hazards to be identified and risks to be eliminated or minimised.
  - Ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way.
  - Ensure Council has, and implements processes for complying with any legal duty obligation.
  - Ensure processes are verified, monitored and reviewed.

## AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Supervisor: \_\_\_\_\_  
Name Signature Date

Employee: \_\_\_\_\_  
Name Signature Date