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| **Position Title:** | **Qualified Diesel Fitter / Mechanic** |
| **Position Status:** | Fixed Term – to December 2017  |
| **Department:** | Engineering |
| **Location:** | Normanton |
| **Award Classification/Level:** | LGO 3 |
| **Hours of Duty:** | 45hours/week |
| **Award & Enterprise Agreement:** | Local Government Officers’ Award Carpentaria Shire Council Administrative Agreement 2013 |
| **Delegations:** | As per delegations register |
| **Reporting to:** | Workshop Foreman |

**Primary Objective of the Position**

The purpose ofthe **Qualified Diesel Fitter** position is to maintain, service and repair vehicles, plant and equipment at the Council Workshop, other installations and in the field.

**Key Duties & Responsibilities**

Duties and responsibilities include but are not limited to:

* Carry out maintenance repairs and servicing work on Council’s plant and equipment at the Depot Workshop, in the field and other installations in a safe manner as directed;
* Carry out mechanical assembly, welding, electrical testing, air-conditioning, hydraulics, diagnostics and servicing in the Workshop and in the field;
* Possess an appropriately stocked Toolkit to carry out required position;
* Ability to work unaccompanied or as part of a team.
* Willingness and ability to travel (drive) unaccompanied for fair distances in remote areas.
* Assist in the requisition of parts, materials, and equipment required for maintenance and repair operations;
* Consult the Workshop Foreman regarding the development or modification of plant.
* Ensure job fuel and lubricant issue sheets are correctly and accurately maintained and certified;
* Keep a diary, timesheets, materials lists and other records as required for costing purposes;
* Maintain the workshop and immediate surrounds in a neat and tidy condition;
* Accurately complete Job Cards in order to allow accurate and complete records of repairs, maintenance and component hours.
* Recommend to management changes to facilitate better services to customers or to improve efficiency or reduce costs (a) within area of responsibility or (b) in any other area of Council’s operations;
* Provide adequate Supervision and experience to Councils Apprentices.
* Attend management and department meetings contributing to the free exchange of information by expressing opinions and offering advice;
* Represent Council in a professional manner at all times;
* Maintain a harmonious working environment and support teambuilding with work colleagues;
* Be willing and prepared to participate in after-hours overtime, and the on-call roster which can require field work and the requirement to camp out at Council camps from time to time.
* Carry out other tasks as requested by the Workshop Foreman, Workshop / Fleet Manager and Director of Engineering that are deemed to be within your skill set and knowledge base.

**Essential Qualifications**

1. Trade Certificate in Diesel Fitting / Automotive Mechanic
2. Experience with Civil sized Earthmoving (predominantly Caterpillar).
3. Experience with on Highway Trucks and Trailers.

2. Unrestricted driver’s licence to at least Medium Rigid (MR)

**Desirable Qualifications**

Forklift Licence.

Air-conditioning Licence.

Previous experience working in a remote area would be highly regarded.

**Knowledge, Skills and Expertise**

1. Experience in all aspects of Diesel Fitting across a diverse fleet, including but not limited to:
* Trucks (Rigid and Semi), Trailers (semi)
* Civil sized Earthmoving equipment
* 4wd and 2wd vehicles (Utilities and Wagons), various types of Trailers.
* Generators (Mobile and Stationary), Ride on mowers,
* Small Plant including: Generators, Lawn Mowers, Brush cutters and Chainsaws.
* Servicing and maintenance both in the workshop and in the field
* Demonstrated experience in the change-out and repair of Tyres.
* Welding
* Demonstrated experience in the repair and maintenance of Plant / Vehicle air-conditioning systems
* Demonstrated experience in the repair and maintenance of Auto-Electrical systems.
* Demonstrated experience in the repair and maintenance of hydraulic systems.
* Demonstrated knowledge and history working with Caterpillar civil sized earthmoving equipment including: 140M Graders, Caterpillar Rollers, Loaders, and Backhoes etc.
1. Demonstrated experience in the use of Electronic Diagnosis / Scan tools such as: Caterpillar ET, and Snap-on Scan tools.
2. Confidence in Diagnosing faults across all facets.
3. Possess the ability to communicate and deal with people at all levels and to make prompt reliable decisions within bounds of allocated responsibilities.
4. Demonstrate time management skills and have the ability to prioritise workloads.

## Workplace Health & Safety and Equal Employment Opportunity Requirements

## *Work Health and Safety (WHS)*

* Follow safe practices and procedures to perform your duties in a manner that does not put yourself or others at risk of harm;
* Actively participate in WHS inductions and training;
* Participate in the development of safe work method statements and risk assessments with your supervisor when required;
* Wear personal protective equipment (PPE) in the prescribed manner and when required;
* Participate in workplace inspections if required;
* Take care of any plant or equipment of any kind, including telecommunication devices;
* Report all hazards, near misses and damage to Council’s property to the responsible Supervisor.

***Injury Management***

* Report all injuries or illnesses to the responsible Supervisor immediately;
* If injured at work, actively cooperate and participate with injury management obligations and return to work plans if applicable.

***Risk Management***

* Report any potential public liability and professional indemnity exposures in your workplace to the responsible Supervisor.

***Equal Employment Opportunity (EEO)***

* Recognise the skills and talents of other staff members;
* Treat people fairly;
* Act to prevent bullying, harassment and discrimination against others in your workplace;
* Respect differences among your colleagues and customers such as cultural and social diversity.

## Workplace Health & Safety

## Workers have a duty to take reasonable care for their own health and safety while at work and also to take reasonable care so that their acts or omissions do not adversely affect the health and safety of other persons at the workplace.

## *While at work, a worker must—*

## take reasonable care for his or her own health and safety; and

## take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

## comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and

## co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.