

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Mechanic		
Position Number:	3421	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	4	Award Band and Level:	Band 2 Level 1
Position Reports to:	Workshop Coordinator		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	1 March 2009	Date Last Reviewed:	12 October 2015
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employees approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objective of this position is to provide a quality plant and equipment maintenance and repair service that meets industry standards in terms of cost and delivery times.

KEY ACCOUNTABILITIES

1. Carry out mechanical work on Council's Plant and Equipment Fleet including
 - Scheduled services and programmed maintenance.
 - Unscheduled services and repairs.
 - Modifications to new and existing plant and equipment as directed.
2. Ensure that all work undertaken is completed in an efficient and cost effective manner, including:
 - All work conducted in accordance with manufacturers recommendations.
 - All work is completed to industry standards.
 - Vehicle or plant item is returned to operator with all essential accessories working and complying with safety standards.
3. Salvage accident damaged or inoperative plant or equipment promptly and safely ensuring zero or minimal damage is occasioned to the plant or equipment being salvaged or being used in the salvage operation.
4. General housekeeping ensuring
 - All tools and equipment not in use are returned to correct storage location.
 - All vehicles and equipment are returned to drivers/operators in as clean or better condition than when received at the workshop.
 - Accurate records are kept of all time spent working on plant and equipment on daily running sheets and timesheets.
5. Ensure that best practice work methods are adopted on work tasks.
6. Develop and maintain a positive team culture focused on teamwork and cooperation.
7. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
8. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
9. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
10. Relieve in the position of Afternoon Shift Supervisor as required during times of absence.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated knowledge and experience in maintenance procedures of vehicles and heavy plant.
2. Demonstrated ability to both work unsupervised and independently and as part of a team, fostering an environment based on teamwork and cooperation.
3. Demonstrated ability to work efficiently and meet predetermined works schedules.
4. Demonstrated thorough knowledge and understanding of Motor Traffic Authority legislation.
5. Demonstrated commitment to providing quality service to customers.
6. Demonstrated ability and willingness to work a rotating shift roster.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

8. Automotive Trade Certificate (Heavy Vehicle Mechanic or Light Vehicle Mechanic) or other qualifications relevant to the position.
9. Current class MR drivers licence.

Highly Desirable

1. Supplementary qualifications in Oxy-Acetylene and Electric Arc welding.
2. Electrical and Hydraulic Diagnostic experience relating to vehicle and heavy plant.
3. Current class HC drivers licence.
4. First Aid Certificate.

SIGNATURE

Employee

Full Name:

Signature:

Date: