

# Role Description

## Apprentice Mechanic



<b>Title</b>	Apprentice Mechanic
<b>Classification/Grade/Band</b>	Band 1 Level 1
<b>Group/Unit/Section</b>	Finance/ Plant & Fleet/ Plant Maintenance
<b>Reports to</b>	Major Plant Workshop Supervisor

### Vision

A vibrant organisation doing great things.

### Purpose

To provide valuable services that strengthen and support the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Apprentice Plant Mechanic is responsible for delivering high value services to Plant & Fleet to contribute to business outcomes for Central Coast Council.

The Apprentice Plant Mechanic will work within Plant & Fleet, Plant Maintenance to complete a Certificate III in Mobile Plant Technology.

The Plant and Fleet Unit is responsible for delivering high value services to other department across Central Coast Council to support the Central Coast Community

The position of Apprentice Plant Mechanic is required to provide quality customer service and create value for the community.



## Key Duties and Responsibilities

- Attend Registered Training Organisation and/or complete the required hours to successfully complete the enrolled qualification/training as required.
- Plan and deliver work tasks in accordance with agreed work plans, timeframes, standards and budgets to achieve business outcomes.
- Work with relevant tools, plant and equipment to complete work tasks relevant to the position.
- Read and interpret technical information to complete work tasks as relevant to the position and training, including but not limited to mechanical information from service and maintenance manuals;
- Perform duties that involve service and repair of Council's plant and equipment including trucks, earthmoving machinery, motor vehicles and small plant as required;
- Display resilience and courage through adapting well to new situations throughout the Apprenticeship, seeking opportunities to improve and develop.
- Act with integrity by behaving in an honest, ethical and professional way in accordance with the Code of Conduct and Council policies and processes.
- Work as a supportive and co-operative team member, share information and acknowledge the contribution of team members.
- Perform any other duties, tasks or projects the employer may assign in accordance with training requirements, having regard to the incumbent's skills, training and experience.
- Work as a supportive and co-operative team member, share information and acknowledge the contribution of team members.

## Authority and Accountability



- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Apprentice works within detailed written or oral instructions or procedures or under supervision.
- Decisions affect own work only.
- The work of the Apprentice influences the external environment by meeting basic standards of service.
- The Apprentice is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.
- Has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

### **Personal Attributes**

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

### **Interpersonal Skills**

- Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;



- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

### **Business Enablers and Technical Skills**

- Complete tasks to agreed budgets, timeframes and standards and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

### **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Capacity to undertake training to obtain qualification in professional area of study or related field.
- Provisional P1 or P2 driver's licence or willingness to obtain at Legal age to acquire license



- Minimum education requirement - Year 10 School Certificate or RoSA (Record of School Achievement) or equivalent leaving certificate with a minimum 60% pass in English and Mathematics (copy must be provided with your application);

### **Desirable**

- Valid Construction General Induction card - NSW WorkCover or equivalent.
- Current Class C Drivers Licence

### **EXPERIENCE**

- Demonstrated ability to participate and actively contribute in a team environment to achieve organisational goals and outcomes.
- Demonstrated positive approach to provision of customer service.
- Ability to complete work and deliver according to project schedules and deadlines.
- Ability to use judgement and problem solving skills to achieve positive outcomes.
- Demonstrated interest in this field and a willingness to learn and develop new skills.
- Good communication skills, including both written and verbal.

### **Key Relationships**

Internal	External
Team Leaders	Community
Council employees	

