

Role Description

Fitter and Machinist



Title	Fitter and Machinist
Classification/Grade/Band	Band 2 Level 2
Group/Unit/Section	Water and Sewer / Network Operations and Maintenance / Maintenance Services
Reports to	Team Leader Mechanical Pump Stations / Mechanical Treatment Plants

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; Be Safe, Serve, Collaborate, Improve, Be Your Best and Be Positive. 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 Fitter and Machinist is responsible for safe, proactive and reactive maintenance and risk management on mechanical assets and legislated critical infrastructure both within Council workshops, treatment plants, headworks, water and sewer networks which are across multiple sites including residential environments.

The position of Fitter and Machinist is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Ensure assets reach designed operating life, by performing scheduled maintenance and reactive repairs to mechanical process equipment in the field, at treatment plants, within workshops and across Council facilities or locations as required;



- Strip down and carry out condition assessment of all mechanical assets as directed (including pump units) ensuring maintenance tasks are undertaken in accordance to work requirements, measurements and report recommended action to the Team Leader or Engineer with documentation actioned according to work order request required;
- Investigate and trouble shoot mechanical assets, and apply engineering solutions in consultation with Original Equipment Manufacture (OEM) documentation, Engineers and Team Leaders and communicate when assistance is required when the job either:
 - Contains a WHS risk
 - Needs more effort to resolve or is multi-disciplinary effort
- Perform weekend duties, out of hours work (planned and unplanned), and participate on a rotating on call roster (when required);
- Understand interconnecting network or treatment plant systems, including upstream and downstream interaction between process units and water utilities to optimise lifecycle of mechanical assets;
- Communicate and collaborate with other trades and operational staff, including training of new starters and mentoring of apprentices, to trouble shoot and resolve process issues, manage planned and reactive work requirements across the treatment plant or network;
- Understand the Team and Unit project goals, objectives and expected outcomes. Proactively identify issues and respond to changing circumstances that may impact on task completion and provide recommended appropriate solutions, seeking and applying specialist advice when required;
- Working according to Council's Water and Sewer safety management system and provide constructive feedback to improve the system;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

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;



- Policy and procedures are readily available but the Fitter and Machinist is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions made by the Fitter and Machinist affect the work and activities of others within the section or from a specific project team;
- The work of the Fitter and Machinist influences the external environment by ensuring services are consistent with Council standards;
- The Fitter and Machinist is responsible for ensuring that operational safety standards or other requirements are met at an operational level;
- The Fitter and Machinist 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 customer's 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 without guidance 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.

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

- Craftsman's Certification and Certificate of Proficiency in Fitting and Machining, combined with ongoing professional development;
- Valid Construction General Induction card – Safework NSW or equivalent;
- Current Class MR Driver's Licence;
- Current Confined Space Entry Certificate;
- Current Provide First Aid Certificate;
- Certificate of Competency for Work Safely at Heights;



- National Licence to Perform High Risk Work for Dogging / Dogman Certification;
- National Licence to Perform High Risk Work for Vehicle Loading Crane;
- National Licence to Perform High Risk Work for Elevated work platform;
- Working near overhead powerlines;
- Low voltage rescue training ticket;
- Hepatitis A & B immunisation.

Desirable

- National Licence to Perform High Risk Work for Load Shifting Forklift;
- Current Class HR Driver's Licence;
- Low Voltage Release and Rescue certification.

EXPERIENCE

- Demonstrated experience working in a similar mechanical workshop environment, with demonstrated experience in using manual lathes, radial drills and universal mills;
- Ability to perform work on mechanical assets within headworks, treatment plants, water and sewer networks and including residential environments, assessing the risk and ensuring safety of self, community members, Council assets and environment;
- Demonstrated experience in being able to interpret OEM manuals and schematics;
- Demonstrated ability to use basic computer programs (including Word, Excel, Outlook), GIS, SCADA, and hardware including tablets, phones and computers;
- Demonstrated experience in utility installations, mechanical asset repairs and assembly;
- Ability to complete work and deliver according to project schedules, deadlines both within a team and independently;
- Strong customer service ethos and a demonstrated customer-centric approach to service provision;



- Demonstrated ability and experience in communicating effectively and exchanging of information both verbally and in writing with staff and other stakeholders.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)

