

## Position Description

<b>Position title:</b>	<b>Shift Mechanic</b>
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Depot Operations
<b>Reports to:</b>	Workshop Coordinator
<b>Direct reports:</b>	Nil direct reports
<b>Salary point:</b>	8
<b>Work location:</b>	Waratah Works Depot
<b>Date revised:</b>	May 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of ***creating a smart, liveable and sustainable global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Depot Operations?

We are a team of over 30 staff that enable other Services within the City of Newcastle to operate at their service potential by providing and maintaining sustainable, fit-for purpose plant / fleet asset services and operational works depot management to the organisation. Our team is a mix of administrative staff and tradespeople who ensure the delivery of whole of life fleet services and oversee the operational management of the Waratah Depot site. We believe that by empowering and developing our team we achieve innovation and best support our customers.

### What's the focus of this position?

This position is responsible for acting as a productive member of City of Newcastle's workshop team. You will carry out mechanical works as delegated, ensuring compliance with national standards. You will carry out works in a safe manner and effectively demonstrate City of Newcastle's (CN) CREW values.

### What you'll be doing:

- Servicing and maintenance on of all CN fleet as directed, including garbage fleet vehicles, fix and mobile plant, light fleet and NHVAS accredited fleet

- Contribute as a member of the team by proactively engaging in toolbox talks / meetings and completing documentation as required
- Provide customer service support at the service reception desk and respond / action requests in a timely and professional manner
- Support Apprentices by providing 'on the job' training and mentoring
- Maintain the health and safety of yourself, fellow workers and the general public during the execution of work by ensuring that safe work practices are implemented and adhered to in accordance with Work Health and Safety Guidelines
- Assist other team members by completing inspections and repairs as required within designated timeframes to maintain CN's NHVAS accreditation
- Ensure all shift 'Works' are completed to Original Equipment Manufacturers standards, NSW and Australian roadworthiness / accreditations levels
- You will be required to carry out other duties that are within the limits of your skills, competence, training and / or experience as directed by your Manager

**The essentials you'll need:**

- Mechanical Trade Certificate (Heavy Vehicle preferred) and Motor Vehicle Repairer's Licence
- HR Driver's Licence or LR Driver's Licence and willingness to obtain an HR Driver's Licence within a 12-month period at own cost
- Experience in fault diagnostics
- Working knowledge of Work Health and Safety legislation / requirements
- Intermediate computer skills including experience using Microsoft Office Suite of products, corporate computer programs and safety systems
- Experience in parts identification and replacement
- Demonstrated customer service skills, including a professional phone, email and face to face manner.

**Other valuable skills you may have:**

- Certificate III in Automotive Electrical Technology
- Solid experience working on hydraulic systems

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	