**Position Description**

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| **Position title:** | **Shift Mechanic** |
| **Directorate:** | City Infrastructure |
| **Service Unit:** | Civil Construction and Maintenance |
| **Reports to:** | Workshop Coordinator |
| **Direct reports:** | Nil direct reports |
| **Salary point:** | SP10 |
| **Work location:** | Waratah Works Depot |
| **Date revised:** | August 2023 |

**Council Overview**

City of Newcastle (CN) employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction and Maintenance Service Unit is part of City Infrastructure Directorate and this role reports to the Workshop Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive 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 its employees the opportunity to develop in their current role, grow into future opportunities and reach their 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 as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s the focus of this position?**

This position is responsible for acting as a productive member of CN's workshop team. You will carry out mechanical works as delegated, ensuring compliance with national standards and completing all relevant documentation. Following all WHS policies and procedures and effectively demonstrate CN's 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 in accordance with the following NSW statutory requirements, industry standards and CN’s systems of work:

• NSW Department of Fair Trading Tradespersons Certificate Motor Mechanic

• Motor Vehicle Repairs Act 2013;

• RMS Authorised Inspection Station (AIS);

• NHVR National Heavy Vehicle Accreditation Scheme (NHVAS);

• RMS QA Specification G22;

• Australian Design Rules;

• Ozone Protection Regulation 1997.

* Use of specialist tools, equipment and measuring tools to monitor and maintain plant/equipment within manufacturers specifications, including troubleshooting reported issues, resolving them in a timely manner and attending breakdowns, providing on the spot repairs and recommendations.
* Inspect mechanical and electrical components to provide detailed reports on condition and provide recommendations to prolong service life and minimising unplanned maintenance of CN’s assets by reporting to team supervisor observed faults/defects and suggesting improvements to procedures.
* Continuous and proactive learning of new industry servicing and maintenance processes. This includes the ability to perform your duties on hybrid and electric CN vehicles and assets.
* Ensuring quality assurance and signing off on all work performed, recognising the importance of delivering safe and functional equipment and the potential consequences of not doing so.
* Offer consultation on maintenance and preventative procedures on vehicles and machinery and contribute as a member of the team by proactively engaging in toolbox talks / meetings and completing documentation as required. This includes supporting apprentices by providing 'on the job' training and mentoring.
* Provide a high level of customer service support at the service reception desk and respond / action requests in a timely and professional manner.
* 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 and 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**:

* Cert III Mechanical Trade Certificate (Heavy Vehicle preferred) and a Current Motor Vehicle Tradesperson License.
* HR Drivers Licence condition B or LR Drivers Licence and willingness to HR Driver Licence condition B within 12-month period at own cost
* Experience in fault diagnostics
* Working knowledge of Work Health and Safety legislation / requirements
* 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:**

* TAFE or industry post trade qualifications in hydraulic systems, electronic controls, braking systems and/or welding
* Intermediate computer skills including experience using Microsoft Office Suite office products, corporate computer programs and safety systems
* Automotive air conditioning license
* Rego ticket light or heavy vehicle

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |