**Position Description**

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| **Position title:** | Mechanical Fitter |
| **Work location:** | Waratah Works Depot |
| **Directorate:** | City Infrastructure |
| **Reports to:** | Mechanical Services Coordinator |
| **Direct reports:** | Nil |
| **Salary Point:** | SP8 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | October 2023 |

**Council Overview**

City of Newcastle 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 Assets and Facilities Service Unit is part of City Infrastructure Directorate and this role reports to the Mechanical Services 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?**

As Mechanical Fitter, with your fellow team members, you will ensure the effective and timely delivery of mechanical fitter services including maintenance and repair, to a diverse asset portfolio across the LGA of Newcastle.

**What you will be doing:**

* To provide safe and efficient breakdown and routine mechanical repairs and maintenance to pumps, machinery, clocks, heating, ventilation and air conditioning (HVAC) and other various equipment associated with CN’s built assets.
* Act to ensure the competitive practice / s of the section by being conscious of safe practices in performing work and understanding the position’s WH&S responsibilities and accountabilities.
* Provide to Building Trades Services the trade-qualified mechanical fitting component of the comprehensive service/s offered by the Mechanical Services team to CN’s built assets.
* Through individual efforts, working independently and with minimal supervision, contribute to the achievement of sectional performance targets as Building Trades Services strives to deliver a quality, cost competitive building mechanical service to all its customers.
* Contribute to the delivery of this service by responding to in-house service requests in a timely, efficient and courteous manner, to enhance the image and reputation of the Section with its customers.
* Act to ensure the continuous improvement of Mechanical Services by identifying new and improved ways to work and enhance services.
* Maintain a working knowledge of the procurement process and ensure adherence to policy requirements when exercising the delegated purchasing authority of the position.
* Participate in after hours emergency service
* Demonstrate a commitment to continued personal and skill development.
* Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee’s skill, competence and training.

**The essentials you’ll need:**

* Possess Plant Mechanic trade qualifications or equivalent mechanical trade.
* Demonstrated experience and knowledge in air conditioning and refrigeration equipment maintenance and repair.
* Ability to work unsupervised and prioritise workloads.
* Working knowledge of relevant WH&S requirements of the position and a demonstrated commitment to workplace safety by active support for and participation in CN’s risk management processes.
* Well-developed interpersonal skills and a demonstrated commitment to customer service.
* Class C, manual, driver’s licence.
* Demonstrated commitment to and experience working in a team-based environment.
* Completed General WHS Induction Training Course for Construction Industry or willing to undertake.

**Other valuable skills you may have:**

* Possess high level of trade proficiency and workplace knowledge and demonstrate initiative in identifying and resolving work problems independently over a period of time.

**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:** |  |