

Position Description

Apprentice Plant Mechanic

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Operational Band T2 –T10
Position limit within salary system: (20 Grade structure)	N/A
Status of position:	Temporary – Apprenticeship
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Fleet
Team:	Workshop Townsend or Rushforth Road
Work base:	Rushforth Road Works Depot or Townsend Depot, this may change should business need identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Fleet Coordinator
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	Primarily within the relevant Section
External contacts:	Contractors, tradespersons, general public

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Access and egress to plant and equipment

Capable of working in difficult physical positions and in difficult terrain

Occasional driving between job sites

Prolonged standing

Frequent bending

Frequent use of ladders and mechanics creeper during repairs

Manual handling (moderate to heavy loads moved)

Occasional use of computer keyboard

Purpose of the position

To assist the Mechanics Workshop team in the operation of fleet servicing and operations.

To participate as a productive member of the team, following instructions given by the delegated supervisor and undertake assigned work tasks and activities within the workplace and training program.

To complete an appropriate course of study. Approved courses are as follows (dependent on availability of course at TAFE) :

- Certificate III in Heavy Vehicle Mobile Plant Technology

Major duties and responsibilities

Maintain plant and equipment associated with the Workshop,

Undertake and advise on repairs, both in the workshop and in the field

Complete minor welding and fitting and machine activities

Record relevant information such as service history, in both paper and electronic systems as required

Maintain a clean and safe workshop

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Literacy and numeracy skills and demonstrated ability to complete standard forms

Experience

Previous experience, knowledge or interest in the field of Plant and Motor Mechanics

Position related skills

Essential selection criteria

Demonstrated information technology skills including general literacy in email and internet programs and basic proficiency in Microsoft Word

Ability to apply attention to detail and accuracy in work undertaken

Demonstrated interpersonal skills, and written and verbal communication skills

Work qualities

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Ability to work within a team environment

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Licences/tickets, clearances, membership

WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW

Current Drivers Licence

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee