

# Position Description

## Plant Mechanic

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** January 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:	Band 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	76
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### Organisational relationships

Directorate:	Works and Civil
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Section:	Civil Services
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Team:	Fleet
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Work base:	Rushforth Road Works Depot However, this may change should business need identify other work locations to be more appropriate to deliver our services in the future
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Position responsible to:	Rushforth Road Workshop Supervisor
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Level of support and supervision:	Medium level of independence
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Nil
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Internal contacts:	All staff within Council but primarily within the Civil Services Section
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External contacts:	General public, government agencies, and private organisations
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**Vision, mission and values**

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



<b>Our Values and Behaviours</b>	
<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
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
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
<b>Acceptable</b>	<b>Unacceptable</b>
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?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
<b>Acceptable</b>	<b>Unacceptable</b>
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
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
<b>Acceptable</b>	<b>Unacceptable</b>
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
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
<b>Acceptable</b>	<b>Unacceptable</b>
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
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
<b>Acceptable</b>	<b>Unacceptable</b>
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

Frequent 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 Workshop Supervisor in ensuring that Council's heavy plant, heavy vehicle and light vehicle fleet remain in a safe well maintained and roadworthy condition

To undertake relevant works to ensure the delivery of high quality mechanical maintenance and repair services of Council's fleet, ensuring compliance with relevant standards and procedures

To assist in the development of new workshop practices and initiatives

### Major duties and responsibilities

Maintain plant and equipment, ensuring cost efficient delivery of service and a safe working environment for employees and the public

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

Assist in the management of the procurement process for Council works, materials and services

Coordinate delivery of materials and services required to complete Council designated works

Liaise and coordinate with others to ensure efficient delivery of Council services

Ensure works under the position's control are completed to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work procedures
- Plant pre start check lists

Convey information regarding the state of Council's assets and suggest remedial action plans to the workshop supervisor

### 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**

Trade Certificate (Plant and/or Heavy Vehicle Mechanic and or/Light Vehicle mechanic) or equivalent trade qualification

#### **Licences/tickets, clearances, membership**

Current LR Drivers Licence

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

#### **Experience**

Demonstrated experience in a similar role

#### **Position related skills**

Demonstrated well developed communication skills including the ability to liaise with other staff

Demonstrated well developed organisational skills and the ability to work with minimal supervision

Demonstrated ability to follow instructions

#### **Work qualities**

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**

Motor Vehicle Repairers Licence (motor mechanic fixed workshop) or equivalent recognised in NSW

Heavy Vehicle Authorised Check Inspection Station (HVAIS) Examiner

Authorised Safety Check Inspection Station (ASCIS) Examiner

High Risk Work Licence Class 'DG' - Dogging

First Aid Certificate

Current MR Drivers Licence

High Risk Work Licence Class 'CN' - Non-Slewing Mobile Crane

High Risk Work Licence Class 'LF' - Forklift Truck

Confined Spaces Accreditation

#### **Experience**

Basic computer literacy and previous experience with electronic fleet and finance systems

**Other features of this position may include**

To be available to be on an on call roster and able to respond to after hours call outs

May be required to work from the Townsend workshops if work loads dictate

**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*