

Position Description

Position Title:	Motor Mechanic
Responsible to:	Senior Motor Mechanic
Directorate:	Infrastructure
Award/Classification:	Local Government Employees Award – Grade 5
Category of Employment:	Full Time

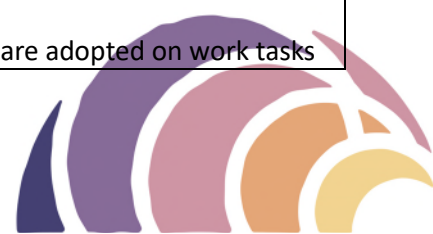
Objectives of the Position:

Exercising mechanical skills and knowledge to carry out maintenance, repairs and improvements of Council's mobile and fixed plant and equipment, fault finding and diagnostics in the prevention of breakdowns or unexpected down time of machinery.

Work safely and effectively as part of a team to achieve daily and project work activities in line with planned maintenance schedules.

Key Purpose and Responsibilities:

Primary Purpose	Responsibilities
Maintenance and repair of plant and equipment	<ul style="list-style-type: none"> • Maintain vehicles, machinery, large and small plant in accordance with relevant legislation and codes of practice, manufacturer's instructions, Central Inspection Authority rules and regulations and air-conditioning codes of practice • Assist in the preparation and implementation of services schedules for various plant • Ensure effective procurement of spare parts and equipment in accordance with Council's Purchasing Policy and Procedures • Ensure vehicles and plant under warranty are maintained and repaired in accordance with warranty conditions • Maintain adequate service records and documentation systems in accordance with legislative, manufacturers and Council policy and procedures • Evaluate and suggest revision for documentation systems as required • Ensure the recording of services, spare parts ordered and used, maintenance schedules, ozone depleting substances, etc is accurate and timely • Maintain tools, equipment, and workshop to a safe and tidy condition • Ensure quality systems data is collected and analyzed effectively eg recording of oil, fuel and other types of relevant data • Work with operators to identify faults and problems • Repair equipment in effective manner • Ensure that best practice work methods are adopted on work tasks



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- Ensure any issues of mishandling, or concerns regarding further training and knowledge for operators is brought to the attention of the Senior Mechanic for addressing further where necessary
- Ensure good customer service principles are applied for client users of services provided
- Input ideas for improvement and innovation in a responsible manner with statistics and data to support ideas where possible
- Encourage harmonious work team relations
- Ensure tasks are undertaken within allocated time, to budget and to appropriate work standards and quality
- Ensure day to day safe operating procedures are followed
- Offer suggestions for improvement of safe operating procedures or work activities
- Contribute to the review of safety systems/equipment
- Ensure all incidents and hazards are reported in a timely manner
- Carry out all relevant duties in accordance with instructions/directions given to best of ability in an efficient and safe manner
- Consider cost effectiveness and resources for all jobs/tasks/projects
- Make appropriate decisions with respect to carrying out of duties, and seek guidance or refer queries to the Senior Mechanic or others where required
- Operation of equipment as required and as necessary to undertake duties in accordance with any relevant legislation limiting the use of such equipment
- Work in a flexible and safe manner at all times when conducting duties

The employee may be required to undertake other duties and functions from time to time as provided by Management within their level of skills, competence and classification.

Indicators and responsibilities to be reviewed on a regular basis and are subject to change.

Position Criteria:

Essential Criteria:

- Relevant experience and qualifications as Mechanic/Diesel Mechanic
- Ability to perform and provide skilled mechanical corrective and preventative maintenance Current Heavy Driver's Licence (LR Licence or higher) (HR preferred)
- Good computer literacy, reading, writing and comprehension skills
- Familiarity and Exposure to the maintenance of a large range of Vehicles, Large and Small Plant
- The ability to work in a team environment
- Great customer services skills and a respectful communication style, together with an ability to work as a positive and constructive team member
- A common-sense approach to problem solving to get results
- A strong commitment and understanding of WHS requirements inclusive of but not limited to, safe operating procedures, safe work method statements and risk assessments.



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Desirable Criteria:

- Qualifications and/or substantial experience in welding/fabrication
- Automotive Air-conditioning Accreditation
- Relevant Post Trade Qualifications
- Knowledge of Council work activities and understanding of the common

Required Values and Behaviours:

The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations.

The employee will actively support and contribute, through their behaviours, to the Whyalla City Council's Values.

Behavioural expectations that support our values include but are not limited to:

- Ensuring customer-focused, accountable and responsive service delivery to customers, adapting style and service delivery where required.
- Ensuring productive relationships with stakeholders (internal and external) are maintained, including being empathetic, listening to, and understanding our customers and employees.
- Actively contribute to the strategic objectives of the Council.
- Striving towards achieving excellence, promoting and fostering a continuous improvement philosophy.
- Ensuring any decisions or actions are in accordance with good governance, legislative requirements and delegations / authorities.
- Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.
- Maintain currency within professional field including ensuring that any applicable Legislative / Regulatory changes affecting the way in which work is undertaken is regularly researched and where necessary acted upon to ensure Council compliance.
- Ensuring all activities undertaken for Council comply with the State Records Act 1997 including the consistent utilisation of the City of Whyalla Records Management Systems.
- Compliance with all Council Policies, Procedures and documented practices.
- Maintaining licences and accreditation in line with expectations of the role.
- This position may have delegated financial responsibility pertaining to their functional area/s, where applicable the incumbent has a responsibility to ensure they are acting within their delegated authority.

Special Conditions:

The employee may be required to work outside of normal business hours in full consultation with the Manager and in order to perform the position.





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Acknowledgement:

I have read and understood the requirements, responsibilities and accountabilities of the role as outlined in this Position Description. I understand that this position description may be further reviewed at a future date in consultation with each of the undersigned parties.

Employee Name:	Signature:	Date: ____ / ____ / ____
Supervisor / Manager:	Signature:	Date: ____ / ____ / ____

Motor Mechanic PD Development Date: V1 October 2022. Review Date:

