

POSITION DESCRIPTION

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| Position Title: | Mobile Service Mechanic | Position Code: | |
| Division: | Infrastructure | Grade: | D |
| Location: | Dubbo or Wellington | Hours/Week: | 38-9 day fortnight |
| Reports to: | Workshop Team Leader | | |
| No. Direct Reports: | Nil | No. Indirect Reports | Nil |

Primary Purpose of Position

This position is responsible for undertaking repairs and maintenance of Council Fleet Assets.

Key Accountabilities / Duties

| Key Result Area | Primary Activities |
|---|--|
| Asset Maintenance | <ul style="list-style-type: none"> Carry out repairs, maintenance and servicing on Council's diverse fleet of vehicles, plant and equipment (both mechanical and electrical) Apply problem solving techniques by applying standards, established practices and procedures, or operating instructions. Attend after-hours call out duty (on-call roster) / overtime when required. Assist the Team Leader by providing input into the planning and development of work programs and services schedules. Be responsible for the proper care and operation of any plant or machinery placed under the responsibility of, or allocated for repair to, the position holder. Ensure that high quality standards of workmanship are maintained. |
| Workshop Administration and Communication | <ul style="list-style-type: none"> Provide information to stakeholders on the progress of work tasks as required. Complete relevant paperwork and provide input into the Fleet Management Software and other workshop databases. Model behaviours that reinforce open and honest communication with stakeholders and peers. Project and promote the image of Council as being efficient, courteous and customer based focus. Effectively communicate with different levels of the organisation. Supervision of apprentices performing similar tasks. |
| Workshop Team Support | <ul style="list-style-type: none"> Participate and contribute to an effective and productive team; Undertake any other duties as requested by the Team Leader and the Fleet Maintenance Coordinator. |

Inherent Requirements of the Position

- Class C Drivers Licence
- Pre-Employment Health Check
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DRC uniform at all times
- This role will be required to perform on call and after hours work

Selection Criteria

Essential

1. Qualified and licenced Heavy Vehicle or Plant Mechanic/Motor Mechanic;
2. Class C Drivers Licence.

Desirable

3. Current RMS Motor and Heavy Vehicle Inspection Authority;
4. Experience with computer diagnostic equipment;
5. Fork Lift Licence;
6. Class HR Driving Licence;
7. Air Conditioning Installers Licence;
8. Welding experience.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements

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| | <ul style="list-style-type: none"> • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy |
| Sustainability | Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices. |
| Code of Conduct and Equal Employment Opportunity | <p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour. |

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: