

Position Description

POSITION TITLE		Multi Skilled Heavy Vehicle Mechanic/Welder			
REFERENCE/POSITION NUMBER		1148			
DEPARTMENT		Infrastructure and Liveability			
ACCOUNTABLE TO		Workshop and Store Coordinator			
SUPERVISOR		Leading Hand			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		1			
VOLUNTEERS SUPERVISED		None			
GRADE	7/8 Depending on dual trade or not	STATUS	Permanent	TYPE	Full time
HOURS	38		LOCATION	Work Depot	
MOBILE PHONE	No		VEHICLE	No vehicle	
APPLICABLE ALLOWANCES					
LAST UPDATED		15/04/2024			

OBJECTIVES

- Assist the Workshop and Store Coordinator in the repair and maintenance of Council's plant and vehicle fleet and associated assets.
- Ensure that plant and equipment is maintained to manufacturer's specifications.
- Promote the image of Council's workshop service as being responsive, courteous and efficient

SELECTION CRITERIA

ESSENTIAL

- Plant Mechanic or Automotive Trade Certificate.
- Class C Driver's Licence.
- Experience in basic welding and oxy cutting.
- Ability to work effectively in a team.
- MVRIC Certificate.

DESIRABLE

- HR drivers licence
- Post Trade Industrial Fluid Power Certificate.
- RMS Examiner's Certificate.
- Knowledge of metal fabrication techniques and trade skills in all metal functions.
- Knowledge in hydraulic and pneumatic systems.
- Effective verbal communication skills.

ACCOUNTABILITIES

- Regularly liaise with the Supervisor to ensure the efficient operation of the Workshop.
- Diagnose plant, vehicles and equipment problems and report results to the Supervisor.
- Repair and maintain as required to a safe and reliable standard and in accordance with manufacturer's specifications and other appropriate standards:
 - General mechanical repairs and servicing to all small plant, including lawn mowers, brush cutters, chainsaws etc.
 - Servicing of cars and light commercial vehicles.
 - Servicing of heavy vehicles, including sanitary and garbage vehicles.
 - Servicing of tractors and heavy plant.
 - Auto electrical repairs.
 - Overhaul petrol and diesel engines.
 - Repair braking systems on cars and light commercial vehicles.
 - Repair braking systems on heavy vehicles, tractors and heavy plant.
 - Overhaul transmissions and power trains in cars and light commercial vehicles.
 - Overhaul transmissions and power trains in tractors, heavy plant and equipment.
 - Repair hydraulic systems in heavy vehicles, tractors and heavy plant.
 - Repair pneumatic systems on heavy vehicles and heavy plant.
 - Repairs to slashers and other turf maintenance equipment.
 - RMS registration inspections.
 - Repairs to pumps and pumping systems.
 - Operate plant refuelling vehicle, dispense fuel and record transactions.
- Assess job card details and consider materials, special skills and timeframes required.
- Complete all details on job card and return to Supervisor.
- Advise Supervisor of spare parts and consumables requirements.
- Return all vehicles to their appropriate parking areas on completion of service and advise customer as necessary.
- Keep the Workshop and surroundings in a clean and tidy manner.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: