

Position DESCRIPTION

**Our values:**

**Position title:** Apprentice Heavy Vehicle Mechanic

**Name:** Vacant

**Job code:** 1524

**Section:** Commercial Services

**Position reports to:** Mechanic Team Leader

**Band and level:** Band 1 Level 1

**Salary grade:** As per Local Government (State) Award 2017

**Staff management:** Nil

**Budget responsibility:** Nil

**Primary function:**

You will be responsible for developing the skills, knowledge and competence of activities related to undertaking the maintenance and repair of mobile and fixed plant for all of Council’s Fleet as an Apprentice Heavy Vehicle Mechanic

**Person description:**

* The right person for this role will be self-motivated, proactive, observant and aware
* They will have the ability to work under pressure and meet deadlines
* They will have written and verbal communication skills and the ability to communicate professionally and effectively with people from all backgrounds
* They will have relationship building skills to gain the most out of a team
* They will be capable of manual handling duties and managing risk and safety
* They will not accept the status quo and will be constantly pursuing better ways of doing things
* They will be an advocate for change
* They will embody Council’s values

**Responsibilities and duties:**

The role as an Apprentice – Heavy Vehicle Mechanic is quite diverse and interesting with the ability and flexibility to work in a Workshop environment, multiple worksites outdoors and various fleet/plant items.

The apprentice works with our Trade Qualified staff to provide the best service and outcomes they can to deliver the program of works for Fleet maintenance.

The qualities we look for in an Apprentice include:

* Reliability and flexibility
* Someone who is keen to extend their skills to pursue a mechanical career.
* A person with high respect for safety standards and quality assured works
* Clear communication skills
* Literacy and numeracy skills to complete documentation and calculations
* Problem solving skills

The Apprentice is responsible for making every effort to acquire skills and knowledge needed to successfully complete the program by assisting with tasks such as:

* Undertake a broad range of activities aligned to the Training Plan
* Accepting instruction and training in the vocation assigned to the apprenticeship
* Attending scheduled training delivered by the registered training organisation
* Completing all assignments and other assessment tasks set by the registered training organisation
* Maintaining the competency record book or work evidence guide issued by the registered training organisation
* Notifying and discussing with their Team Leader any concerns or attendance requirements at work and the registered training organisation
* Notifying State Training Services if there are any changes to your personal details, or if there are any concerns about completing the traineeship
* Cooperating and communicating with the Team Leader and Mechanic team
* Participate in relevant WHS training and apply knowledge and skills gained
* Issued Personal Protective Equipment is used, stored and maintained correctly
* Conduct effective workplace communication, contribute to team planning
* Display engagement and positive constructive participation to the team discussions
* Contribute to work improvement processes (particularly safety and efficiency)
* Ensure working environment, plant and equipment are maintained in a safe, clean and operational manner
* Follow Environmental Control systems within the worksites
* Comply with regulatory requirements of the sites
* Provide effective and efficient customer service
* Follow procedures and suggest improvements to ensure safety is integral
* Provide effective and efficient maintenance/service and repair to Council’s fleet
* Achieve designated KPI’s for the role as directed by Mechanic Team Leader
* Work as per the Be, Do, Know model
* Support others to follow the Be, Do, Know model
* Carry out other duties as required

**Entry level requirements:**

* Interest and commitment in learning a mechanical trade.
* Ability to work in an environment where there is a high demand for manual tasks
* Literacy and numeracy skills to enable the apprentice to complete the training requirements of the vocation with the registered training organisation
* Work as per the Be, Do, Know model
* Provide helpful customer service IT and data analysis skills relevant to the requirements of the role

**Qualifications and experience:**

* Undertake a Certificate lll in Heavy Commercial Vehicle Mechanical Technology.
* Successful Completion of year 10 minimum requirement.
* A current Class C Drivers Licence or ability to gain a drivers licence within the term of the apprenticeship
* General Construction Induction Card, (also known as Construction White Card)

Skills STEPS:

**Step 1.**Successfully complete 1st year of apprenticeship, TAFE training and on the job training.

**Step 2.** Successfully complete 2nd year of Apprenticeship, TAFE training and on the job training.

**Step 3.** Successfully complete 3rd year of Apprenticeship, TAFE training and on the job training.

**Step 4.** Successfully complete 4th year Apprenticeship including on the job training and experience.