|  |  |
| --- | --- |
|  **LCClogoWithText** | **Position Description** |
| **Position Title** | **Leading Hand Mechanic** |
| **Division** | Operations |
| **Section** | Plant Depot & Stores |
| **Reports to** | Plant Supervisor |
| **Current Status** | Full Time |
| **Band/Level** | 2/1 |
| **Grade** | 10 |  |
| **Step**  | Entry – Step 4  |
|  |  |
| **Last Reviewed** |  |
|  |  |
| **Conditions of Employment** | The employee will work within conditions detailed within the Local Government (State) Award (2010) and the Council Policies/Systems including, but not restricted to:\* Council's Salary Administration System\* Council's Code of Conduct\* Equal Employment Opportunity\* Equity & Access to Training\* Performance Appraisal |
| **Work Health and Safety (WHS)** | The employee who occupies this position must abide by Council’s WHS policies and procedures as described in Council’s WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work. |

**Position Summary**

**Specific Duties and Responsibilities**

* Repair and Maintain All Plant
	+ Repair/Maintain Minor Plant and Workshop Equipment (use of PPE-boots/overalls, etc)
	+ Repair/Maintain Light Vehicles/Trucks/heavy Earth Moving Vehicles
	+ Fabricate and Weld
	+ Maintain 2-Way Radios
	+ Monitor Condition of Machines and Vehicles
	+ Carry out Miscellaneous Workshop Tasks

* Perform Clerical Duties
	+ Plan Work Schedule
	+ Procurement of Supplies
	+ Record Data
	+ Arrange for Specialised Repairs
	+ Maintain Stores
* Supervise Workshop Mechanics, Apprentices and Trainees
	+ Allocate Duties
	+ Monitor Staff Performance
	+ Training
	+ Participate in Recruitment and Selection Activities
* Maintain/Operate Specialised Equipment
	+ Set Time Clocks
	+ Operate and Maintain Tools and Equipment
	+ Operate and Maintain Welding and Oxy Equipment
	+ Operate and Maintain Machining Equipment
	+ Operate and Maintain Lifting Equipment
	+ Operate and Maintain Air Tools
	+ Operate and Maintain Hand Tools

Workshop

 Ensure that the work areas are maintained

 Carry out WHS inspections of the workshop

Store

 Issure store

 Receive deliveries

* Emergency Procedures
	+ Answer an emergency call on the two-way radio and contact the relevant services.
* Provide on-the-job Training – Mechanics, apprentices and trainees
	+ Conduct a workshop / site induction
	+ Confirm the Need for Training
	+ Confirm Trainee/s has Reached Required Standard of Performance

**Core Duties and Responsibilities**

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

* Processing Customer Enquiries
	+ Receive customer enquiries is a courteous and efficient manner
	+ Research, assess and respond to customer enquiry within an appropriate timeframe
* Operate Office Equipment
	+ Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
	+ Operate telephone equipment for incoming and outgoing calls.
* Operate Personal Computer in the completion of routine tasks;
	+ Utilise personal computer to create, modify and complete documents, using various computer programs.
* Work Health and Safety Responsibilities
* Manage and contribute to development, implementation and review of Council’s HSES
* Ensure compliance to the relevant requirements of Council’s WHS Management System
* Ensure WHS issues information is disseminated as required
* Ensure safety systems are implemented to address legislative compliance
* Ensure relevant risk assessments/controls are identified, developed and implemented
* Ensure adherence to developed SWMS/RA and SOP’s
* Develop site specific SWMS/RA where identified and required
* Ensure staff, contractors, visitors have completed relevant inductions (workgroup and site specific)
* Provide necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
* Ensure relevant competencies and licenses are held by staff undertaking work
* Ensure that all equipment purchased meets Council’s WHS requirements
* Conduct ongoing risk identification procedures
* Ensure non compliances are rectified and auctioned accordingly
* Ensure all hazards, near misses, incidents and injuries are reported as per Council requirements
* Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
* Assist in the investigation of all injuries and incidents
* Remedial and corrective actions are implemented to prevent reoccurrence
* Participate in incident and injury review, corrective actions and close outs
* Ensure the safe and correct use/application of plant, equipment and PPE
* Ensure relevant sections of Council’s Contractor Management Procedure are adhered to
* Commitment to Council’s Injury Management Procedure
* Ensure that relevant staff are consulted with regards to changes to premises, plant, equipment, work process that may impact on safety
* Maintain good site housekeeping for worksite
* Ensure traffic and pedestrian controls are implemented
* Implement disciplinary actions for breaches in accordance with relevant Award
* Manage and contribute to development, implementation and review of Council's WHS Management System
* Ensure that all equipment purchased meets Council's WHS requirements
* Participate in incident and injury review, corrective actions and close outs
* Ensure WHS issues information is disseminated as required
* Recordkeeping Responsibilities
* The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
* Prioritise and complete allocated Recordkeeping activities

**Supervisory Responsibilities**

Mechanics, apprentices, contractors and trainees

**Signatures**

I agree to the requirements of this Position Description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Manager Date

**Selection Criteria**

**Essential**

* Formal qualifications in Automotive Engineering , Heavy Vehicle Mechanics, Plant Mechanics or Motor Mechanics Class HR Drivers Licence
* Minimum 5 years working experience in the heavy vehicle or plant repair industry
* Commitment to Work Health and Safety
* Demonstrated commitment to the principals of honesty and integrity

**Desirable**

 HC driver’s licence

 Forklift ticket