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| **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.

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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