

## Position Description

### Plant Mechanic



**Liverpool  
Plains**  
Shire Council

#### Position Details

<b>Department</b>	Infrastructure and Environmental Services
<b>Business Unit</b>	Civil Infrastructure
<b>Reports To</b>	Fleet Supervisor
<b>Status</b>	Full time (Permanent)
<b>Standard Hours</b>	38 hours per week
<b>Staff Accountability</b>	<input type="checkbox"/> No line reports
	<input type="checkbox"/> Directly supervises 0 employees
	<input checked="" type="checkbox"/> Indirectly supervises 1 employees
<b>Budget Accountability</b>	<input type="checkbox"/> No expenditure/budget
	<input type="checkbox"/> Delegation up to \$0
	<input type="checkbox"/> Manages Budget up to \$0
<b>Classification</b>	Operational Band 1, Level 4
<b>Salary Grade</b>	Grade 4

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

#### Position Purpose

The Plant mechanic is responsible for carrying out efficient and effective repairs and maintenance to vehicles and equipment to meet Council's requirements including provision of customer service and compliance with occupational health and safety, environmental, risk and quality systems.

#### Authority to Act

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

## Position Accountabilities and Corporate Responsibilities

### Key Accountabilities

- Undertake both scheduled and unscheduled preventive maintenance checks on plant, equipment and vehicles.
- Respond immediately to break downs by attending and rectifying faults.
- Undertake regular inspections and diagnostic tests on all plant, equipment and vehicles and schedule/undertake necessary repairs and maintenance.
- Ensure Council's workforce disruption is kept to a minimum by acting within acceptable timeframes to complete repairs and maintenance.
- Ensure plant, equipment and vehicles remain operational and perform to manufacturers specifications.
- Assist with supervising and training the apprentice
- Ensure precise records are compiled and maintained on all repairs and maintenance undertaken.
- Undertake steel fabrication of structures
- Carry out other duties within the limits of the employee's skill, competence and training, as directed from time-to-time.

### Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

### Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

### Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

### Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

### Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

## Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

## Skills and competencies

The incumbent will be required to demonstrate skills and competencies relevant to the position in line with those set out in the *Local Government Award 2020* for Operational Band 1, Level 4, being:

<b>Authority and accountability</b>	Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.
<b>Judgement and problem solving</b>	Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.
<b>Specialist knowledge and skills</b>	The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.
<b>Management skills</b>	Supervisory skills in the communication of instructions, training and the checking of work may be required.
<b>Interpersonal skills</b>	Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.
<b>Qualifications and experience</b>	Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.

## Key Relationships

Who	Why
<b>Internal</b>	
Fleet Supervisor	• Directly responsible
Works Manager	• Indirectly responsible
Council Outside Workforce	• Positive interaction
<b>External</b>	
Customers	• Other agencies

## Selection Criteria

### Essential:

- Class HC Driver's Licence
- Trade Certificate relevant to position
- Competency in the undertaking of repairs and maintenance of all types of plant, equipment and vehicles including mechanical and electrical disciplines
- Sound experience with hydraulics and welding.
- Effective oral and written communication skills
- Demonstrated ability to complete standard forms and maintain records
- Experience in appropriate plant operations.
- Current (WorkCover) OH&S Induction Ticket
- Good knowledge and understanding of Risk Management principles
- A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Occupational Health and Safety and an ability to apply them to the work practices
- Current qualification in confined spaces

### Desirable:

- Qualifications in mechanical management and workshop management

## Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C & MC Driver Licence.
- General Construction Induction Card (or recognised equivalent).





This position requires the following pre-employment checks:

- National Criminal History Check
- Working with Children Check

## Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for employees.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
<b>Personal Attributes</b> 	Manage Self	Intermediate
	Display Resilience and Courage	Intermediate
	Act with integrity	Intermediate
	Demonstrate Accountability	Intermediate
<b>Relationships</b> 	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
<b>Results</b> 	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
<b>Resources</b> 	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

## Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name: .....

Employee Signature: .....

Date: .....

### Authorisation

Approved by the General Manager:

Employee Name: .....

Date: .....