

# Lachlan Shire Council



## Position Description Plant Mechanic

Directorate	Environment, Tourism and Economic Development
Location	Condobolin Depot
Classification/Grade/Band	Grade 8 - Band 1/Level 4 & Band 2/Level 1
Position Code	4310002
Date position description approved	23 September 2021

## Council Overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush. All our towns and villages have unique features and attractions to explore, come and see some of the most beautiful country in Australia.

## Council Values

### COOPERATIVE

Team work is the key, all working together towards a common goal

### RESPONSIVE

Committed to the needs of the Organisation and the Community

### RESPECT

We treat others with kindness, fairness and tolerance in all our professional and personal interactions

### EFFECTIVE

We accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort

### PROUD

We take pride in our work and doing the best job we can. We are proud of Council and its achievements

## Primary purpose of the position

Carry out the repair and maintenance of Council's plant, vehicles and other machinery and equipment.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Ensure plant and equipment including heavy plant, large and small trucks, light vehicle fleet and small plant are the maintained and repaired efficiently
- Ensure that air conditioning units are maintained and repaired efficiently
- Ensure that sewer and water equipment are maintained efficiently
- Diagnose problems and effectively carry out mechanical repairs and maintenance to an acceptable industry standard
- Carry out coaching and/or training of staff in mechanical operation
- Assist other workshop staff and machine shop staff when required

## Key Challenges

- Competing demands and priorities

## Key Relationships

Who	Why
Director	<ul style="list-style-type: none"><li>• Receive advice and report on progress towards business objectives and discuss future directions</li><li>• Provide expert advice and support and contribute to decision making.</li><li>• Identify emerging issues/risks and their implications and propose solutions.</li></ul>
Plant & Depot Overseer Workshop Supervisor	<ul style="list-style-type: none"><li>• Guide, direct, and mentor team members support performance and development.</li><li>• Lead discussions and decisions regarding service goals and outcomes.</li></ul>
Stakeholders	<ul style="list-style-type: none"><li>• Provide expert advice on a range of mechanical related issues</li><li>• Manage expectations and resolve issues.</li></ul>

## Key external relationships

Who	Why
Stakeholders	<ul style="list-style-type: none"><li>• Provide expert advice on a range of mechanical related issues</li><li>• Manage expectations and resolve issues.</li></ul>

## **Reports to:**

Workshop Supervisor

## **Essential Criteria:**





- Trade Certificate in mechanical field (or satisfactory standing in final year of apprenticeship).
- Previous work related experience
- Class 'C' licence
- Good communication skills
- Good reading and writing skills

## **Desirable Criteria:**

- Class 'HC' drivers licence
- Trade Certificate in Heavy Vehicle Mechanical field
- Air conditioning certificate
- Computer skills and the ability to use appropriate applications

## **Capabilities for the role**

Below is the full list of competencies adapted from the NSW Local Government Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies. Performance in the role will be assessed against these competencies.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>Workforce Leadership</b>	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

## Focus capabilities

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Follows through reliably and openly takes responsibility for own actions</li> <li>Understands delegations and acts within authority level</li> <li>Is vigilant about the use of safe work practices by self and others</li> <li>Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>Participates constructively in unit planning and goal setting</li> <li>Helps plan and allocate work tasks in line with team/project objectives</li> <li>Checks progress against schedules</li> <li>Identifies and escalates issues impacting on ability to meet schedules</li> <li>Provides feedback to inform future planning and work schedules</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>