



LACHLAN SHIRE COUNCIL

Position Description

Position Title:	Plant Mechanic
Department:	Infrastructure Services
Salary:	Grade 8 (Band1/Level 4 & Band 2/Level 1)
Award:	Local Government State Award as varied by the Lachlan Shire Council Enterprise Agreement
Hours of Work:	38 hours per week
Responsible to:	Plant and Depot Foreman
Supervises:	Assists with the training and supervision of the apprentices/trainees
Legislative:	A Construction Induction ticket is required prior to commencement
Brief Description:	Carry out the repair and maintenance of Council's plant, vehicles and other machinery and equipment
Multi-skilling:	In accordance with the Award, the incumbent and Council are committed to improving the skill levels and removing impediments to multi-skilling and broadening the range of tasks that the employee may be required to perform. The employee will undertake duties that they are qualified for.
Responsibilities:	<ul style="list-style-type: none">• Maintenance and repair of plant and equipment including heavy plant, large and small trucks, light vehicle fleet and small plant.• Maintenance and repair of air conditioning units• Occasional operation of plant and equipment including trucks requiring up to a 'HC' license• Occasional maintenance of sewer and water equipment• Working in confined spaces• Forklift operation• Clean and maintain workshop• Coaching/training of staff in mechanical operation• Assist other workshop staff and machine shop staff when required• Apply Council policy and procedures• Foster and maintain Council's Work Health & Safety programs and policies• Liaise with other Council staff and work teams• In accordance with the Award, the employee is to carry out duties that are within the limits of the employee's skill, competence and training• Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services

Performance Criteria:

- Ensure that work is of a high quality
- Ensure workshop is maintained in a clean and tidy condition
- Ensure timesheet is completed accurately and punctually
- Ability and willingness to learn a variety of skills to be utilised within Council's Department of Infrastructure Services
- Compliance with Council policies and procedures
- Presents a positive image of Council
- Ensures that the necessary materials and equipment are on hand to complete projects

Work Health & Safety Obligations:

1. Ensure that before commencing a task or project that, in consultation with the involved Council employees, all foreseeable hazards have been identified
2. With regard to the identified hazards that there has been an assessment of the risks undertaken
3. To be satisfied that the approach adopted for undertaking the risk assessments is suitable for producing dependable risks assessment
4. In consultation with Council employees and the appropriate manager, risk management procedures be developed to control the risks to an acceptable level
5. Be satisfied that the adopted risk management procedures represent workable solutions for controlling the assessed risks
6. With regard to the proposed risk management procedures ensure that there is available the resources, technical expertise and skills to enable staff to implement the proposed risk management procedures
7. Where necessary advise the appropriate manager of any identified training requirements to enable Council employees to carry out the relevant risk management procedures
8. In reviewing the hazards identification, risk assessment, and the risk management procedures to be adopted by Council consideration is given to other persons who are not employees of Council and who may be at the workplace
9. Ensure that Council staff under the Mechanic's supervision have the knowledge and appropriate skills to safely undertake the operational tasks for which they are responsible
10. Review the performance of their operational area of responsibility to ensure compliance with the Council's risk management procedures
11. At the workplace at all times, the adopted risk management procedures are observed by all Council employees
12. As required provide support and practical guidance to Council employees to enable them to undertake their tasks in a safe manner consistent with the Council's adopted risk management procedures
13. By personal example demonstrate a commitment to promoting a safe Council workplace
14. Be a good role model for employees

If breaches of risk management procedures are observed the Mechanic is required to;

1. Instruct employees to cease an unauthorised/unsafe practice
2. Instruct employees as to the appropriate risk management procedures to be followed
3. Review with employees their understanding of the appropriate risk management procedures to be followed
4. Ensure that employees are aware of their obligation to follow the approved risk management procedures
5. Make clear to employees that failure to follow risk management procedures could be considered to be a breach of the law
6. If the breach continues consider which additional measure may be required to ensure that the proper risk management procedures are followed at all times
7. If necessary refer any breaches of risk procedure to the responsible manager for possible disciplinary procedures under the award

Performance Criteria – WH&S:

- Level of compliance with Council's Work Health & Safety programs and policies
- Level of implementation and application of appropriate safety procedures programs and policies
- Immediately attend to, including reporting of, any unsafe work practices or conditions

Essential Criteria:

- Trade Certificate in mechanical field (or satisfactory standing in final year of apprenticeship).
- Class 'C' licence
- Good communication skills
- Basic reading and writing skills, including the ability to write using standard formats and with some original wording
- Ability to work within a team environment
- A commitment to providing good levels of customer service
- Previous work related experience
- Understanding of EEO
- Understanding of WH&S

Desirable Criteria:

- Current first aid certificate
- Class 'HC' drivers licence
- Trade Certificate in Heavy Vehicle Mechanical field
- Post trade certificate
- Caterpillar training courses (or similar)
- Work Health and Safety Training
- Manual Handling training
- Forklift licence
- Crane licence
- Dogman's licence
- Confined Spaces Certificate
- Work Platform licence
- Air conditioning certificate
- Computer skills and the ability to use appropriate applications

Indicative Training:

Training for the position shall be based upon, firstly to meet the essential criteria identified for the position to bring the employee up to the identified minimum level then to meet the desirable criteria and other training targets identified with the supervisor.

Incumbent: _____ Date: _____

Director Infrastructure Services: _____

Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.