|  |  |  |
| --- | --- | --- |
| Heavy Vehicle Mechanic | | |
| Division | **Liveable Communities** |
| Department | **Trade Services** |
| Reports to | **Senior Heavy Vehicle Mechanic (various locations)** |
| Number of direct reports | **Nil** |
| Location | **Taree, Tuncurry, Stroud & Gloucester** |
| Grade | **6** |
| Employment status | **Permanent Full Time** |
| Date approved | **April 2023** |

## Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

## Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

|  |  |
| --- | --- |
| **Wellbeing** | We value safety, security, health and happiness |
| **Integrity** | We are open, honest, accountable and take pride in all we do |
| **Sustainability** | We use efficiencies, innovation and cooperation to achieve sustainable results |
| **Respect** | We work together respectfully ensuring inclusion, equality and open communication |

## Position Overview

This position sits within the Community Spaces, Recreation and Trades section and is responsible for the effective and efficient mechanical repairs to Council’s fleet and plant (light and heavy).

This position will embrace organisational efficiency and cultural change to deliver high level customer service outcomes

## Key Accountabilities & Duties

* Undertake general maintenance and repairs on plant and equipment in the workshop and in the field in accordance with manufacturer’s specifications and Council’s preventative maintenance program.
* Undertake minor welding repairs / metal fabrication as required
* Complete service records
* Diagnose and repair mechanical problems utilising electronic and computer based diagnostic equipment as necessary
* Assess and repair hydraulic equipment
* Undertake road worthiness inspections on plant and vehicles prior to registration
* Implement preventative maintenance programs for plant and vehicles
* Assist with on the job training of apprentices
* Maintain the workshop and adjoining facilities in a clean, safe and professional manner
* Operate two-way radio system
* Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
* Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
* Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
* Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Essential Requirements

1. Trade certificate in Heavy Vehicle / Plant Mechanic or similar and the holder of a MVRIA licence.
2. A minimum of 4 to 5 years post trade experience
3. Extensive experience in heavy vehicle / plant mechanics
4. Demonstrated ability to organise and prioritise own work schedule
5. Good understanding of WH&S principles.
6. Class MR drivers licence.
7. Motor Vehicle Inspector’s Certificate (desirable)
8. Experience in small plant maintenance including rollers, mowers, ride-ons and slashers (desirable)
9. Current WorkCover Certificate for operation of forklift (desirable)
10. Workcover accredited Construction Induction Training Certificate (desirable)
11. Demonstrated ability to develop and maintain constructive relationshsisp and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
12. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

## Position 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.

More detailed descriptors of capabilities are available at: [http://capability.lgnsw.org.au/?staff-](http://capability.lgnsw.org.au/?staff-member) [member](http://capability.lgnsw.org.au/?staff-member)

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.

|  |  |  |
| --- | --- | --- |
| **Local Government Capability Framework** | | |
| **Capability Group** | **Capability Name** | **Level** |
| A hexagon with a person and a diagram  Description automatically generated  **Personal attributes** | Manage Self | Foundational |
| Display Resilience and Adaptability | Foundational |
| Act with Integrity | Foundational |
| **Demonstrate Accountability** | **Adept** |
| A hexagon with people and arrow  Description automatically generated  **Relationships** | Communicate and Engage | Foundational |
| Community and Customer Focus | Foundational |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Foundational |
| A blue hexagon with white people icons  Description automatically generated  **Results** | Plan and Prioritise | Foundational |
| **Think and Solve Problems** | **Intermediate** |
| Create and Innovate | Foundational |
| Deliver Results | Foundational |
| A blue hexagon with white gears  Description automatically generated  **Resources** | Finance | Foundational |
| **Assets and Tools** | **Intermediate** |
| Technology and Information | Foundational |
| Procurement and Contracts | Foundational |

|  |  |
| --- | --- |
| ACKNOWLEDGEMENT | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary | |
| Employee’s signature: | Date: |

|  |  |  |
| --- | --- | --- |
| HR USE ONLY | | |
| Is a Working with Children check required for this position? | Yes | No |
| Is a criminal record check required for this position? | Yes | No |