

# Position description

## Heavy Vehicle Mechanic

Division:	<b>Liveable Communities</b>
Department:	<b>Community Spaces, Recreation and Trades</b>
Reports to:	<b>Supervisor Mechanical Services</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Taree, Tuncurry &amp; Gloucester</b>
Grade:	<b>6</b>
Employment status:	<b>Permanent, Full-time</b>
Hours of work:	<b>38</b>
Date approved:	<b>May 2019</b>

### 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.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	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.

### Selection Criteria





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 work as part of a team
5. Good communication and interpersonal skills
6. Demonstrated ability to organise and prioritise own work schedule
7. Good understanding of WH&S principles.
8. Class MR drivers licence.
9. Motor Vehicle Inspector's Certificate (desirable)
10. Experience in small plant maintenance including rollers, mowers, ride-ons and slashers (desirable)
11. Current WorkCover Certificate for operation of forklift (desirable)
12. WorkCover accredited Construction Induction Training Certificate (desirable)
13. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
14. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
15. Current Class C Drivers Licence

## 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-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
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	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 ☒