

POSITION INFORMATION

Directorate	Infrastructure Delivery
Reports To	Senior Mechanic
Position Number	PD6
Grade	Operational Band 1, Level 1
Location	Narrabri Shire
Award	Local Government (State) Award

POSITION OBJECTIVE

Under the supervision of qualified persons, assist workshop staff with routine and preventative maintenance and servicing of Council's plant and fleet, and do this in accordance with statutory requirements and Council's Management Plan, Policies and Procedures.

Successfully complete all apprenticeship requirements relating to identified units within the AUR - Automotive Retail, Service and Repair Training Package.

KEY RESPONSIBILITIES

- Adhere to apprenticeship training requirements including attending all classes, handing in assignments on time, and sitting for exams in accordance with registered training organisation's timetable.
- Assist workshop staff to ensure servicing, maintenance and repairs of Council's vehicles, plant and equipment are performed in a safe, cost efficient and operationally effective manner.
- Ensure that the workshop, tools and equipment are kept clean and maintained in an appropriate condition so as to promote a better workshop environment.
- Ensure that all infrequently used items of plant are recorded in the appropriate manner by staff and if not report to the Senior Mechanic.
- Report any problems or concerns to your supervisor.
- Receive instructions and obtain a full understanding of work requirements.
- Receive and relay oral and written messages.
- Assist in the security and custodianship of Council's assets.
- Perform recordkeeping duties such as timesheets, service sheets and Customer Service Requests.
- Work as part of a team in a professional manner.

GENERAL

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

NOTE:

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

REPORTING RELATIONSHIPS

Direct Reports: Nil
Indirect Reports: Nil

COMPLIANCE TRAINING AND LICENCE REQUIREMENTS

- Work Health and Safety General Construction Induction (White Card).
- NSW Provisional Class C Driver Licence (manual) or higher.

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

SELECTION CRITERIA

Essential

- Successful completion of School Certificate or Higher School Certificate.
- NSW Provisional Class C Driver Licence (manual) or higher.
- Ability to attain Work Health and Safety General Construction Induction (White Card).
- Ability to undertake apprentice studies in:
 - AUR - Automotive Retail, Service and Repair Training Package.
- Sound literacy and communication skills with the ability to perform basic mathematical calculations.
- Ability to follow directions and take instruction.
- Ability to work as part of a team.
- Basic computer skills, including familiarity with the Microsoft Office suite.

DOCUMENT REVIEW DATE: SEPTEMBER 2017

VERSION: MODIFIED

I hereby agree that this role statement accurately reflects work requirements.

AUTHORISATION

HR Manager:	_____	Date:	_____
Line Manager:	_____	Date:	_____
Director:	_____	Date:	_____
Employee:	_____	Date:	_____