

POSITION DESCRIPTION

MECHANIC

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Senior Mechanic
Position Number:	FM5
Classification:	Grade 3
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

Responsible for the maintenance and repairs of Council's mobile and fixed plant and equipment, as well as fault finding and diagnostics to assist in the prevention of breakdowns or unexpected down time of machinery in accordance with statutory requirements and Council's Operational Plan, Policies and Procedures.

Key Responsibilities

Operational

- Assist in the daily activities in Council's workshop.
- Receive jobs and ensure full understanding of job requirements.
- Perform maintenance tasks, including inspection and servicing of heavy plant and equipment, trucks, light vehicles and small plant with minimum disruption to works and construction activities.
- Perform fault diagnosis and obtain parts and materials required to effect repairs.
- Report any major faults or anticipated faults or breakdowns to supervisor.
- Complete and maintain accurate service, administrative records and timesheets in compliance with corporate record keeping requirements.
- 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 Mechanic and Workshop Coordinator.

- Provide supervision and support for Apprentice Mechanics as required to ensure a safe, and efficient learning environment.

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.
- 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	Apprentice Mechanic

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.
- General Construction Induction Card (or recognised equivalent).
- National licence to perform high risk work to operate forklift truck (LF) and/or order-picking forklift truck (LO).
- Demonstrated competency of load shifting machines, including:
 - Front end loader (LL).
 - Front end loader/backhoe (LB).
 - Front end loader of the skidsteer types (LS).
 - Excavator (LE).
 - Graders.

Authority and 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 accurate and specific information.

Selection Criteria

Essential

- Mechanical Trade Qualification – Certificate III Heavy Commercial Vehicle Mechanical Technology, or equivalent qualification.
- Substantial relevant experience in the repair and maintenance of various fleet, heavy earthmoving plant and machinery together with the ability to diagnose and rectify mechanical faults.
- Ability to implement and maintain an effective preventative maintenance program for all fixed and mobile plant.
- Demonstrated ability to work effectively in a team environment and lead and supervise employees to meet organisational objectives.
- Demonstrated organisational and time management skills with an organised approach to improving workplace practices and procedures.
- Effective oral and written communication skills plus basic level computer and keyboard skills.
- Comprehensive tool kit.

Desirable

- Qualifications or experience in welding, fabrication and auto electrics.
- Demonstrated competency of load shifting machines, eg front end loader (LL), front end loader/backhoe (LB), front end loader of the skidsteer types (LS), forklifts, excavator (LE) and graders.
- National licence to perform high risk work to operate forklift truck (LF) and/or order-picking forklift truck (LO).

Document Review Date

September 2023

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

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)