

# ROLE DESCRIPTION

## Mechanic

<b>Directorate</b>	Community Service Delivery
<b>Unit</b>	Workshops & Fleet
<b>Reporting to</b>	Senior Mechanic
<b>Position Number</b>	100735
<b>Band</b>	2/2
<b>Grade</b>	10
<b>Date of Review</b>	March 23

### Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

### Our Values and Behaviours



## Primary purpose of the role

The Mechanic role is to provide a high level of service in the maintenance, repair and servicing of Council vehicles, plant and machinery.

## Key Accountabilities

- Undertaking operational activities and ensure effective quality service with minimal supervision.
- Utilise best mechanical practice in the service, maintenance and repair of light vehicles, heavy vehicles, plant and fixed machinery.
- Diagnose problems, search for causes, repair and liaise with specialists (if necessary) in regard to problems with vehicles, plant and equipment.
- Communicate effectively with plant operators to advise and explain correct maintenance procedures and techniques.
- Communicate effectively with leaders on a daily basis to advise on current progress of tasks, any problems being experienced, resource requirements (for example, plant, labour, materials, parts) etc.
- Assist in the smooth running of the workshop by ensuring administrative functions are carried out promptly and efficiently, including competent utilisation of Council's computer software and systems.
- Comply with quality systems, WHS responsibilities and regulations, chain of Responsibility (COR) law, HVNL regulations, relevant Council policies, procedures and practices.
- Assist in the supervision of Trainees and Apprentices undertaking work activities during their apprenticeship or school based traineeship.

## Key Challenges

- Juggling competing priorities on a daily basis while keeping work sites safe and compliant and vehicles, plant and equipment in good working order
- Applying knowledge to find solutions when tasks are difficult or 'things go wrong'

## Qualification Requirements

### Essential

- Trade Certificate as a Heavy/Light Vehicle or Mobile Plant Mechanic AND 2 years' experience repairing/maintaining plant/machinery
- SafeWork Construction Induction Certificate (WHS White Card)
- SafeWork approved High Risk Licence for LF - Forklift
- Proven competency for Welding & Oxy-Acetylene - Intermediate
- Class HR Driver Licence
- Competence in the following industry standard practices from a recognised provider:

- Advanced Hydraulic & Pneumatic Diagnosis
- Advanced Electrical Diagnosis
- Advanced Steering & Braking system Diagnosis

### Desirable

- TfNSW Authorised Examiners Certificate for LV - Light Vehicle and HV - Heavy vehicle
- Certificate in Automotive Electrical Technologies
- Certificate in EV/Hybrid Vehicle technologies
- SafeWork approved High Risk License for DG - Dogging
- Nationally accredited certificate for Work Near Overhead Powerlines

### Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

### Key Relationships

Who	Why
Internal	
Coordinator Workshops & Fleet	✓ Receive advice and report progress towards business objectives and discuss future directions
Engineering Workshop Crew	✓ Contribute to team discussions, provide support and encourage participation from team members ✓ Contribute to continuous improvement initiatives ✓ Knowledge sharing
Council Staff	✓ Manage expectations, communicate needs and resolve issues
External	
Stakeholders	✓ Provide information to a range of stakeholders and manage their expectations in relation to service delivery
Contractors	✓ Liaise with them regarding repairs and problems and outcomes required for Council
Suppliers	✓ Liaise with them regarding parts, suitability, fitment, availability etc. in order to minimise plant downtime

## Role Dimensions

### Decision Making

The position is accountable for decisions on a day to day operational basis and has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and applying skills and knowledge to improve methods and techniques.

### Direct Reports

None

### Financial Delegation

None

### Leaseback Motor Vehicle

None

### Technology

Mobile Phone

### Emergency Warden Responsibilities

None

### Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

### On-Call





On call duties required

### Allowances

None

## Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Adept</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

## Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>Is prepared to make decisions within own level of authority</li> <li>Takes an active role in managing issues in the team</li> <li>Coaches team members to take responsibility and follow through</li> <li>Is committed to safe work practices and manages work health and safety risks</li> <li>Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Contributes to a culture of respect and understanding in the organisation</li> <li>Creates an atmosphere of trust and mutual respect within the team</li> <li>Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>Identifies opportunities to work together with other teams/units</li> <li>Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>Manages risks effectively, minimising the impacts of variances from project plans</li> <li>Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b> Assets and Tools	Adept	<ul style="list-style-type: none"> <li>Contributes quality information about council and community assets to asset registers</li> <li>Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>Is aware of asset management risks and actions to manage and mitigate these</li> </ul>

## Acknowledgement

### **Mechanic**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

### **Manager Infrastructure Services**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_