

# Position Description

## Senior Plant Mechanic

Date: August 2020

Division: Infrastructure and Development

<b>Position title:</b>	Senior Plant Mechanic
<b>Classification:</b>	Grade 4 - Band 2 Level 2 Local Government (State) Award
<b>Reports to:</b>	Coordinator Fleet Stores & Workshop
<b>Direct reports:</b>	Nil
<b>Liaison:</b>	Internal – Staff, Engineering Managers and Director External – Contractors and suppliers
<b>Position purpose:</b>	Assist the Coordinator Fleet Stores & Workshop to carry out work associated with the efficient and economical purchase, maintenance and repair of Council's plant (including selected stationary plant), equipment and workshop fixtures.

### 1. Organisational Commitment

Employees are required to work toward the goals, values and corporate objectives of the Uralla Shire Council and accordingly demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

## **2. Responsibilities, Competencies and Accountabilities**

### **Core Responsibilities**

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1. Carry out all work associated with the efficient and economical maintenance and repair of Council's plant (including selected stationary plant), equipment and workshop.
2. Maintain and repair plant and equipment in accordance with Council practices and procedures.
3. Comply with plant and equipment manufacturer's procedures for the maintenance and repair of plant and equipment.
4. Provide input on maintenance requirements, plant condition and the evaluation and selection of replacement plant.
5. Liaise with Stores Section to order parts.
6. Instruct staff in the correct plant operating and maintenance procedures and report any non-compliance to the Coordinator Fleet Stores & Workshop.
7. Record information on timesheets, plant sheets, log books, plant records etc.
8. Maintain the workshop and common areas of the Uralla depot.
9. Hold and retain a current HR drivers licence and Construction Induction card.
10. Work within the requirements of the Roads and Maritime Services, Motor Vehicle Repair Industry Council, Industrial Relations and other regulatory authorities.
11. Carry out other duties as directed within the scope, skill and competence level of the position and employee.

### **Key Tasks**

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As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

### **Competencies and Accountability**

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The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 2 Level 2 Administrative/Technical/Trades.

### **Performance Measures**

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As per those set out in the annual performance assessment, or as determined following the appointment of a new officer for a remaining part year.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

## Delegation of Authority

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Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to ensure adherence to such objectives and budgets.

## 3 Terms and Conditions of Employment

### Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to ones professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

### Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Ensure that personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols and (as required) actively document and revise procedures to ensure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.

- Dress appropriately for the role, including wearing an appropriate uniform if required.

#### **Perform as a Team Member**

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

#### **Customer Service Responsibilities**

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

#### **Work Health and Safety Responsibilities**

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

#### **EEO and Anti-discrimination Responsibilities**

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

## 4 Selection Criteria

### Essential Selection Criteria

Motor Vehicle Repair Industry Council qualified auto mechanic.

HR licence and permits to operate backhoe, loader and forklift.

Welding skills, MIG, STICK and OXY.

RMS light vehicle examiner.

General Construction Induction Card.

Minimum 5 years of post trade qualification experience repairing plant and equipment used in local government operations.

Experience in a demanding work environment which required effective time management in order to meet various deadlines for multiple tasks.

Experience in the use of the Microsoft Office suite of products and demonstrated broad computer literacy.

A working knowledge of the roles and responsibilities set out in the Workplace Health and Safety Act and the principles of equal employment opportunity.

Physical ability to undertake the inherent requirements of the position.

A proven commitment to work as part of a team including demonstrated reliability, punctuality and ability to follow instructions.

Demonstrated excellent interpersonal and verbal communication skills with the ability to persuade, co-opt and negotiate.

Demonstrated literacy and numeracy skills.

A proven commitment to and enthusiasm for customer service excellence.

Demonstrated capacity to work autonomously and act on initiative.

Competence in the operation and/or current licencing/tickets in the operation of a range of plant and equipment relevant to the position.

Proven ability to undertake duties with the highest level of ethics and integrity, including the ability to keep information confidential.

### Desirable Selection Criteria

Experience working in the NSW local government industry.

Plant and/or heavy diesel trade certificate.

HC licence.

RMS heavy vehicle examiner.

Hydraulic systems training.

Electrical systems training.

Metal lathe working experience.

## 5. Acknowledgment

I have received and read the position description as detailed above.

Job Occupant: .....

Date: .....

Name: .....

Supervisor: .....

Date: .....

Name: .....

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

***Please note- Position Descriptions are reviewed regularly to ensure they are current and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.***