



## POSITION DESCRIPTION

### MECHANIC

<b>Directorate:</b>	<b>Technical Services</b>
<b>Reports to:</b>	<b>Supervisor Workshop</b>
<b>Location:</b>	<b>Coonabarabran/Coolah</b>
<b>Grade:</b>	<b>7</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

This position requires the provision of service to internal customers as a regular part of the job. The main duties of this position will involve repairs, maintenance and servicing, in an efficient and timely manner. The person will be expected to work on a range of Council vehicles, initially including Council's light plant fleet and later including graders, four wheel drives, tractors, garbage trucks and other vehicles and equipment which the Council owns, both at the workshop and out on the road (ie on worksites).

The tasks will also include scheduling regular maintenance and servicing, and developing a timetable for yearly servicing of Council vehicles.

The Mechanic may also be required to undertake other duties as requested from time to time by the Workshop Supervisor and Manager which are within the limits of the employee's skill, competence and training.

## KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Perform duties competently, efficiently and effectively in order to achieve Council's vision of "Excellence in Local Government".
- Support Council's Mission to provide:
  - Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity
  - Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
  - Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.
- Diagnose problems from mechanical, electrical, hydraulic and pneumatic schematics
- In consultation with the Workshop Supervisor undertake routine servicing, maintenance and repairs to all plant and equipment as reported on the vehicle plant log sheets
- Repair and maintain all council plant and equipment
- meet council and industry standards, within defined time frames and in the most cost effective manner according to established maintenance schedules
- Manage and maintain service records for all Council plant and equipment
- Undertake scheduled preventative maintenance for all Council owned plant & equipment and instruct drivers, plant operators and other employees on routine inspection and servicing of vehicles, plant and equipment entrusted to their care, reporting problems to the Workshop Supervisor
- Recommend tasks to be undertaken by external contractors to the Workshop Supervisor
- Provide technical advice regarding specifications and assessments for plant purchases as required
- Perform risk assessments on new and existing plant and equipment
- Ensure work performed complies with Council standards, appropriate Australian Design Rules (ADR), State regulations and manufacturer specifications
- Interpret equipment manuals and vehicle software to identify spare parts and liaise with the Workshop Supervisor and/or Supply Officer for parts ordering
- Program work so that it is done efficiently and in accordance with industry standards
- Be available to attend after hour vehicle breakdowns and vehicle retrievals, as required
- Escalate concerns of condition and maintenance needs of equipment to the Workshop Supervisor
- Provide instruction/information to the Workshop Supervisor on minor maintenance requirements of plant and operating procedures for plant operators
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Ensure accurate completion of daily plant log sheets and weekly timesheets
- Carry out all duties and functions in a manner that promotes good teamwork and public relations
- Develop and maintain effective channels of communication within the Workshop and with internal customers and suppliers
- Identify and communicate any issues/concerns affecting performance or suggestions which will improve service quality to the Workshop Supervisor
- Participate in the development and implementation of new programs, technology and business improvements.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

## ESSENTIAL REQUIREMENTS

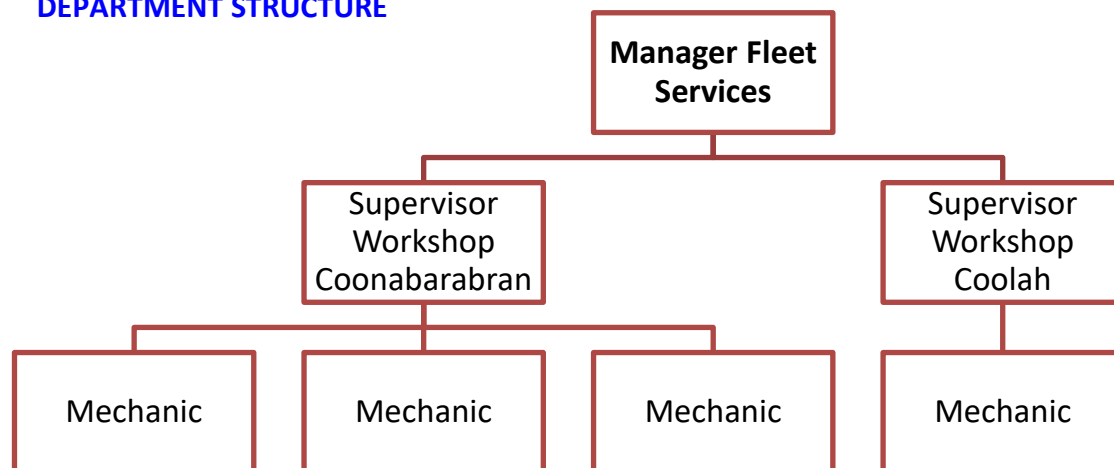
- 1 Commitment to Council's Mission, Values and Code of Conduct.

- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Trade Certificate in Automotive or Plant Mechanics.
- 4 Occupational Health & Safety Construction Induction Certificate ("Whitecard")
- 5 Class "HR" Drivers Licence.
- 6 Good oral and written communication skills.
- 7 Demonstrated ability to use MIG welder
- 8 Class C NSW Drivers Licence.

### DESIRABLE REQUIREMENTS

- 1 Knowledge of Work Health and Safety and its importance at the Council Depot.
- 2 An understanding of Equal Employment Opportunity and its impact upon the workplace.
- 3 Experience in repair of heavy vehicles
- 4 Demonstrated ability to work under pressure and meet deadlines.
- 5 Thorough knowledge of hydraulics and pneumatic systems.
- 6 Current Authorised Inspection Station Examiner's Licence.
- 7 Demonstrated ability to carry out fabrication work and follow plans.
- 8 Demonstrated ability to work unsupervised.





### DEPARTMENT STRUCTURE



### CAPABILITIES FOR THE ROLE

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, ie. "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability).

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. Refer to the next section for further information about the focus capabilities.

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

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Follows through reliably and openly takes responsibility for own actions</li> <li>Understands delegations and acts within authority level</li> <li>Is vigilant about the use of safe work practices by self and others</li> <li>Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and needs</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"><li>• Takes the initiative to progress own and team work tasks</li><li>• Contributes to the allocation of responsibilities and resources to achieve team/project goals</li><li>• Consistently delivers high quality work with minimal supervision</li><li>• Consistently delivers key work outputs on time and on budget</li></ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"><li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li><li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li><li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li></ul>

### CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### Work Health and Safety

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.

- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Council's outdoor staff normally work a 38 hour week:

Week 1 -           7.30 am – 4.30 pm Monday – Thursday  
                  7.30 am – 4.00 pm Friday

Week 2 -           7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free and vape-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property

boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Health Monitoring Requirements**

This position currently has the following mandatory requirements:

- Bi-annual audiometric (hearing) testing
- Health assessment for the following every two years
  - Benzene
  - Polycyclic aromatic hydrocarbons (PAH)

You are also eligible for paid:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- COVID vaccinations pursuant to Public Health Orders
- Bi-annual skin cancer checks as part of Council's program.

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

### **Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.