

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Mechanic

### Our Vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Infrastructure Services	Level: Contract
Reports to:	Supervisor Engineering Services	
Supervision of:	Nil	
Significant Working Relationships:	Supervisor Maintenance Manager Engineering Services Director Infrastructure Services	

### 2. Position summary

- Responsible for the maintenance and repair of the Shire's fleet of plant, vehicles and operational equipment to a high standard.
- Plant will include typical construction and maintenance vehicles and plant such as:  
Graders, loaders, tractors, rollers, 6-wheel tip trucks, dedicated road sweeper, various other operational trucks, utility vehicles, self-propelled lawn mowers, small hand plant, blowers, brush cutter and chainsaws. Typically plant that is associated with Local Government operation.
- Ensure plant maintenance program and repairs are carried out efficiently, effectively, to a high standard and on time, to ensure Works and Parks teams can undertake Engineering and Parks Services construction and maintenance programs.

### 3. Community strategic objectives



## 4. Our values

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## 5. Key duties and responsibilities

Key functions	Specific duties
Plant maintenance and repairs	<ul style="list-style-type: none"><li>• Establish a documented plant and equipment service and maintenance program as per manufacturer's guidelines to ensure up to date servicing is achieved and to preserve plant life. Including oil changes, tire rotation and brake inspections.</li><li>• Ensure that all plant, vehicles, equipment and tools are maintained in a safe and operational manner. Including the examination of vehicles for structural damage and repair or replacement of malfunctioning parts.</li><li>• Perform the necessary mechanical repairs and maintenance both in the workshop and in the field as required.</li><li>• Utilise diagnostic tools where available.</li><li>• Liaise with the Supervisor Engineering Services and Supervisor Parks Services regarding the availability of plant for services.</li><li>• Undertake the maintenance program and requirements for plant, vehicles and equipment daily or as necessary, provide updates as required to the Supervisor Engineering Services.</li><li>• Undertake quoting, ordering, process of invoicing and allocation requirements for all parts, equipment, oils and lubricants required to carry out repairs and servicing. Ensuring that adequate supplies of commonly used parts are always in stock, wherever possible.</li><li>• Advise the Supervisor Engineering Services and/or the Supervisor Parks Services if there are any issues with equipment needing repair or replacement and liaise with Supervisor Engineering Services and/or the Supervisor Parks Services and/or the Manager Engineering Services or the Manager Parks Services where necessary.</li><li>• Perform any welding repairs and minor steel fabrication as required.</li></ul>

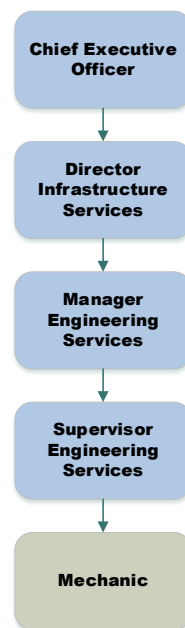
	<ul style="list-style-type: none"> <li>• Organise contractors to undertake repairs or maintenance when specific equipment or skills are required.</li> <li>• Maintain Mechanics vehicle and control use of tools.</li> </ul>
Workshop maintenance and record keeping	<ul style="list-style-type: none"> <li>• Maintain workshop in a clean, tidy and safe manner, ensuring all PPE and safety requirements are adhered to in the workshop (e.g. heating and eye protection).</li> <li>• Prepare and maintain plant repair reports, including maintenance and inventory records in an approved format.</li> <li>• Maintain workshop manuals and prepare service and maintenance reports for Supervisor Engineering Services, Supervisor Maintenance and Supervisor Parks Services as required.</li> </ul>
Plant operating/labouring/general duties	<ul style="list-style-type: none"> <li>• Perform any labouring duties/activities required as part of the Operations Crew, if required.</li> <li>• Provide relief if required for any other team member operating other plant as per skills competence and licences held.</li> <li>• Operate all machinery or tools with care and in the correct manner as instructed and perform routine plant maintenance duties as required.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Reasonable duties commensurate with classification level.</li> <li>• National Crime Check.</li> <li>• Current "HR" Class Drivers Licence.</li> <li>• Responsible for the tools provided within the Mechanics vehicle.</li> </ul>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Maintain and monitor to ensure a safe and healthy work environment is maintained.</li> <li>• Ensure own safety and ensure employees have a safe area in which to work.</li> <li>• Ensure the active promotion of safety and health controls, mechanism and prevention programs in line with Shire policies and procedures and relevant legislative requirements to maintain a safe working environment.</li> <li>• Ensure all hazards and incidents are identified, risk assessed, reported and controlled.</li> <li>• Ensure compliance with environment regulations.</li> <li>• Assist where required to participate in internal accident and incident investigations, working with Supervisor Engineering Services, Leading Hands, WHS representatives, involved staff and Manager</li> </ul>

	<p>Engineering Services to provide relevant information to assist in the development of preventative or improvement-based control recommendations for consideration and implementation.</p> <ul style="list-style-type: none"> <li>• Ensure employees have safe method of performing the required tasks.</li> <li>• Ensure compliance with JSA or SWM requirements or other safe working-based procedures.</li> <li>• Ensure tasks are completed within current level of training or gained qualifications allow.</li> <li>• Ensure worksites are safe before leaving.</li> <li>• Ensure other employees are meeting WHS requirements; and</li> <li>• Actively promote and participate in the Work Injury Management Program.</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Create and capture records of work activities in line with policies and procedures.</li> <li>• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.</li> <li>• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.</li> <li>• A GPS device may be required to be fitted to appropriate Shire vehicles/plant at the discretion of the Director Infrastructure to ensure that a detailed record of operations and for WHS purposes.</li> </ul>

## 6. Extent of authority

Operates under the general direction of the Supervisor Engineering Services within guidelines and operational practices and procedures established by the Shire of Harvey and the policies of Council.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Certificate in Diesel Mechanics (Heavy Duty) and/or Certificate in Automotive Mechanics with relevant Heavy Diesel experience, particularly with civil construction plant.
2. Demonstrated understanding of Work Health and Safety principles.
3. Demonstrated knowledge and skills in the maintenance and repair of civil plant, machinery and light fleet.
4. Demonstrated knowledge and skills in the maintenance and repair of horticultural hand tools and small machinery.
5. Diagnostic and problem-solving skills and experience with an eye for detail.
6. Sound time management and organisational skills.
7. Sound communication skills both written and computer-based skill suitable for report writing, record keeping as required and ordering and sourcing of parts.
8. Ability to effectively communicate and work well as part of a team.
9. A desire to fully complete tasks to a high standard and show initiative in the workplace and be self-motivated.
10. Construction Safety Awareness Certificate (White Card).

### Desirable

1. Welding Qualifications and experience.
2. Demonstrated knowledge in the use and maintenance of earth moving equipment.
3. Working knowledge of road construction activities and process.
4. Previous experience working at a local government in the Works Section.