



## Position Description

### A. POSITION PROFILE

**Position:**

*Apprentice Heavy Vehicle Mechanic*

**Position Evaluation:**

*Award: Training Wage*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award 2020  
Full Time 4 Year Apprenticeship*

**Additional Benefits:**

*Nine day fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Technical Services*

**Section/Group:**

*Operations*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Workshop Supervisor*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

Assist with plant maintenance and repair whilst undertaking the on-the-job training component of a mechanical apprenticeship and learning mechanical skills in the Local Government environment.

### C. KEY RESPONSIBILITIES

1. Provide support for works undertaken by the plant workshop team and the Technical Services Department.
2. Attend off-the-job structured training as required by the Training Agreement for the Apprenticeship, and other short courses as identified.
3. Participate in a team environment by performing tasks within the Technical Services Department.
4. Deliver quality customer service to both external and internal customers.
5. Abide by legislation and policy in regards to Work Health & Safety, Environmental, Equal Employment Opportunity, Privacy and the Local Government Act and regulations and authorising bodies.

## D. DUTIES

Duties will vary over the duration of the apprenticeship and will be reviewed as the apprentice develops skills, knowledge and experience. Flexibility is a requirement and progress to new duties will be related to subjects completed over the course of study.

### Teamwork

- Participate in development and implementation of Team Plan
- Participate in regular Team meetings
- Participate in multi skilling in identified tasks of the Team

### Customer Service

- Project and promote the image of Council as both positive and efficient through maintaining professional standards and presentation
- Attend to enquiries from internal and external customers promptly and professionally and in accordance with Councils Code of Conduct and Service and Communications Policy
- Communicate effectively and sensitively with both internal and external customers

### Legislation

- Take reasonable care for the health and safety of themselves and others
- Cooperate and comply with Council's WHS Policy and Program
- Report all incidents, accidents, illnesses and any risks to health and safety
- Ensure that all dealings with internal and external customers are undertaken fairly and without discrimination
- Ensure that all information is dealt with in accordance with the Privacy Act
- Ensure that all requirements of the Local Government Act, regulations and authorising bodies are complied with

### Physical demands

- Some work outdoors involving exposure to UV radiation, dust and noise
- Some heavy lifting
- Driving a vehicle
- Workshop work involving mostly diesel powered equipment and plant

## **E. ESSENTIAL CRITERIA**

1. Demonstrated genuine interest in the mechanical trade.
2. Eligibility for Australian Apprenticeship registration in accordance with the Training Services NSW requirements.
3. Minimum Year 10 Record of School Achievement or equivalent with demonstrated aptitudes in Mathematics, Science and English.
4. Commitment to ongoing training and personal development.
5. Demonstrated verbal and written communication skills.
6. Proven ability to interact courteously and effectively in a range of situations.
7. Proven ability to work effectively in a team environment.
8. Current Drivers licence (or ability and commitment to obtain one within the year).
9. Ability to undertake heavy manual work and willingness to work indoors and outdoors in a range of environmental conditions.

## **F. DESIRABLE CRITERIA**

1. WorkCover General Induction for Construction Work training (White Card)
2. Understanding of the role, procedures and functions of local government