



Position Description

A. POSITION PROFILE

Position:

Plant Mechanic

Position Evaluation:

Salary System Grade: 8

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award

Permanent Full-time

Additional Benefits:

Nine Day Fortnight

12% Superannuation

Position Occupant:

Vacant

Department:

Operations

Section/Group:

Technical Services

Location:

Cootamundra

Gundagai

Direct Supervisor:

Workshop Supervisor

Number of Staff Supervised by this position:

Indirectly – 1 Apprentice

B. STATEMENT OF FUNCTION

To assist the Workshop Supervisor to undertake maintenance, repairs, modifications and fabrication of Council plant, as required, to ensure its preservation and optimum functionality.

C. KEY RESPONSIBILITIES

1. Ensure that Manufacturer's specifications are followed and adhered to when carrying out mechanical maintenance and repairs.
2. Ensure that items of plant are in sound working order and safe for operation, before they are returned to the working fleet.
3. Assist with the workplace training of apprentices, ensuring their training contract requirements are met.

D. DUTIES

1. Carry out repairs to plant, equipment and vehicles as directed.
2. Carry out scheduled maintenance of plant and vehicles as directed.
3. Complete structural fabrication projects and jobs as instructed by Plant Foreman.
4. Maintain worksite/workplace tidiness and cleanliness and assemble temporary barriers to ensure safety at the worksite.
5. Complete relevant paper and computerized records.
6. Use and maintain tools and equipment to complete tasks effectively and efficiently.
7. Attend to repairs, maintenance and cleaning of Council equipment and assets.
8. Respond to emergency situations as requested.
9. Operate mobile plant and trucks as required and to the level of training and licensing attained.
10. Undertake training to update, maintain and advance personal skill levels and in compliance with relevant workplace legislation.
11. Carry out any other duties that are within the limits of the employees' skill, competence and training.

E. ESSENTIAL CRITERIA

1. Certificate III Heavy Vehicle Automotive Trade qualification or equivalent (Certificate III Automotive Trade qualification or working towards will be considered).
2. Minimum of two year's relevant small plant and/or light vehicle repair and maintenance experience
3. Drivers Licence Class MR (Medium Rigid)
4. WHS Construction Induction (NSW White card)
5. Demonstrated computer skills
6. Demonstrated interpersonal and communication skills, including customer service skills.
7. Proven ability to work effectively in a team environment.
8. Basic Literacy and Numeracy skills to follow written communication and complete standard forms
9. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Driving Licence Class HR (Heavy Rigid)
2. Forklift Certificate of Competency or High-Risk Work Licence (LF)
3. Successful completion of Confined Spaces Legislation training.
4. Two year's relevant heavy vehicle repair and maintenance experience including automotive electrics, hydraulics and fitting and machining.
5. Two year's relevant experience in air-conditioning diagnostics and repairs.
6. Heavy Vehicle Authorised Inspection Scheme (HVIS) Authorised Inspection Station (AIS) qualification.