

POSITION DESCRIPTION



TITLE	Apprentice Diesel Mechanic
DEPARTMENT	Workshop/ Roads Department
AWARD	Queensland Training Award
AWARD / LEVEL	In accordance with the Qld Training Award
REPORTING OFFICER	Workshop Supervisor
DELEGATIONS	As per Councils Register of Delegations

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

Maintain strong work ethics to assist in developing & upholding works of nominated workshop duties in order to achieve Council’s goals and objectives.

OBJECTIVES

Undertaking an Apprenticeship in Diesel Mechanics and to provide mechanical assistance in a professional, efficient and confidential manner.

KEY RESPONSIBILITIES

Performance & Equipment

- All jobs, tasks and processes must be performed to achieve maximum efficiency
- All Council plant and equipment must be treated within Council guidelines and manufacturer’s specifications
- Commitment to undertaking all Apprenticeship requirements and to the successful completion of the same
- Assist in the provision of servicing of all plant and equipment, safety checks, preventative maintenance, servicing, cleaning and maintenance of work area and other tasks as required.
- May be required to work in a camp situation.
- Undertake other relevant duties as directed, consistent with skills, competence and training

Teamwork and Participation

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff and employees
- Maintain a team focus through relationships based on honesty, trust and integrity

Administration and Other Duties

- Report all maintenance issues through Councils approved reporting system.
- Foster and maintain excellent public relations and customer services to Council's ratepayers, clients and other bodies directly or indirectly associated with Council
- Any other duties as directed in relevance to qualifications.

Workplace Health and Safety

- Complete Risk Assessments and pre-starts relevant to your position daily.
- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

- **(R) - Required / (D) - Desirable (training could be provided)**
- Basic understanding of the role of Local Government **(D)**
- Studying towards an Apprentice Diesel Mechanic (Heavy Vehicle Mobile Equipment) **(R)**
- Basic numeracy, keyboard, written and verbal communication skills **(R)**
- Ability to follow direction and complete tasks within given timeframes **(R)**
- Current First Aid Certificate **(D)**
- Current General Construction Induction Card **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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