

POSITION DESCRIPTION



TITLE	Workshop Mechanic
DEPARTMENT	Road Services
AWARD	Queensland Local Government Industry (Stream C) Award – State 2017
CLASSIFICATION	LGEA C5
REPORTING OFFICER	Workshop Supervisor / Senior Mechanic
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

To support the Engineering Management and Operations department to ensure services are delivered professionally, through technical understanding of engineering processes and ensure contracts and projects are scoped and delivered effectively.

OBJECTIVES

- This position is responsible for contributing to the efficient and effective maintenance and service of Councils plant, fleet & equipment. .
- The position works as a part of Workshop workgroup and is required to provide a sound level of mechanical duties. The role is to support the organisation to achieve its objectives and in doing so carry out a wide range of activities with an emphasis on Councils workshop, plant, fleet and equipment
- The Mechanic is required to assist the Workshop Supervisor in managing the workshop staff and resources for day to day operations.
- Assist in leading & maximizing the performance of Workshop staff within the Council.

-
- Assist with the provision of in house training and support to Workshop staff to ensure a high of standard of works is continually being met.
 - Identify and recommend opportunities, which would facilitate better services to customers or would improve efficiency or reduce costs and contribute positively to Council's goals and objectives.
 - To contribute to the efficient and productive operation of Council and to maintain and foster a team spirit amongst those in the working environment.
 - Fulfill obligations and responsibilities in relation to Councils Work, Health and Safety Policy, Code of Conduct and any other Council Policies.
 - Have a customer-oriented perspective with regard to ratepayers and other external customers
 - Achieve harmonious co-operation with other personnel in Council's Organisation
 - Ensure Workplace Health and Safety and Human Resources Management procedures and practices are implemented and followed in line with organisation requirements.

KEY RESPONSIBILITIES

- Perform a broad range of mechanical repairs to all council's plant and equipment
- Ensure all plant record books, defect notices and other reports and documents are kept up to date
- Assist the Senior Mechanic and Workshop Supervisor with the planning & Co-ordination of all resources in the workshop.
- Ensure accurate maintenance records are kept for plant and auditing purposes.
- Submit all Quality, Safety and other Paper work requirements pertaining to all jobs to the Manager Works & Services
- Assist the Senior Mechanic and Workshop Supervisor to plan and monitor works programs to ensure that allocated tasks are undertaken, efficiently, effectively and to the necessary standards.
- Assist with coordination of pre-start and pre-work checks to ensure the safe operation of assigned equipment.
- Report all defects or problems to supervisor, e.g. equipment or safety concerns.
- Perform other relevant duties as directed from time to time, consistent with skills, competence and training.
- Contribute to short & long term operational improvements of the section
- Implement & maintain relevant systems for projects in consultation with Chief Executive Officer.
- Ensure jobs are monitored closely and are completed within required time frames and budget.
- Carryout inspections, prepare reports and make recommendations to the Chief Executive Officer.
- Liaise with relevant external organisations to ensure council compliance with relevant laws & legislations.
- Initiate improved work practices to achieve better quality and greater efficiency.
- Perform such other duties as required from time to time for which the employee has the necessary skills, competencies and training.
- 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

- Sound knowledge of engineering – Mechanical trade & control practices
 - Basic knowledge of Councils policies relevant to the work department
-

-
- Good level of verbal and written communication and negotiation skills with the ability to establish working relationships and negotiate favorable outcomes with internal and external stakeholders.
 - Basic computer skills and competency in use of software, specifically Microsoft Office Suite.
 - Demonstrated sound level of interpersonal communication skills.
 - Ability to work alone with limited supervision or cooperatively as part of a team.
 - Ability to reach objectives within a time frame.
 - First Aid Certificate.
 - Certificate III in Engineering (Mechanical other heavy earthmoving equipment).
 - Maintain “C” Class Drivers License (minimum).
 - 30215 QLD – Course in General Safety Induction Certificate.
 - Qualification in Safe Work in Confined Spaces.

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.
-