



Position Description

Workshop Mechanic

Applications Close:
5:00pm on Thursday 28 November 2024

Position title

Workshop Mechanic

Position number

WU10306

Department

Works

Classification

Stream C Division 2 Section 2 Winton Shire Council Certified Agreement 2023, as varied *Queensland Local Government Industry (Stream C) Award 2017*, Salary negotiable depending upon experience.

Terms of employment

Permanent Full time

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

Winton Shire Council's Corporate Values are:

Accountability:

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

Effectiveness:

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

Efficiency:

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

Sustainability:

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

Meaningful Community Engagement:

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

Good Governance:

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

Ethical and Legal Behaviour:

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

Organisational relationships

Reports to:

Directly: Workshop Specialist Supervisor

Supervision of:

Apprentices in conjunction with the Workshop Specialist Supervisor.

Internal Liaisons

All Departments of Council when applicable

External liaisons

Winton Shire Community at large, Suppliers and Contractors

Position objectives

- To provide effective and efficient assistance in the workshop when undertaking services, maintenance and repairs to Council owned plant and equipment.
- Diagnose vehicles based on observational and mechanical testing as well as information provided by the employee reporting.
- To undertake duties and responsibilities including operating various plant and equipment; and
- Complete and maintain accurate service and administrative records in compliance with corporate recording-keeping requirements.

Organisational commitment

Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

Qualifications/Licences/Tickets required

Mandatory

- Trade Certificate or Diesel Fitter Certificate
- Hold and maintain a "C" Class Driver's Licence.
- Construction White Card

Desirable

- Possession of HR Licence
- Possession of MR Licence

- Experience in Auto Electrical work
- Possession of Elevated Work Platform (EWP) Licence
- Experience working in a workshop and/or Local Government environment
- Air-conditioning licence
- Welding qualifications
- Experience in the use of diagnostic equipment
- Possession of overhead crane competencies
- Heavy machinery experience
- Experience in using CAT ET diagnostic tool and other diagnostic equipment

Requirements and working conditions

The following requirements and working conditions are desired:

- Ability to work as a team member and contribute to team outcomes.
- Work within this area may involve manual labour and work in extreme heat.
- The Council Employee Code of Conduct applies to this position.
- Travel within the shire area may be required for work and training purposes.
- Workshop environment and visits to field sites as required.
- Physically fit to work with heavy machinery.

Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

Specific task allocation will be at the discretion of the manager/supervisor in accordance with work activities being performed;

The key responsibilities of the position are:

- Undertake scheduled maintenance services to vehicles and plant while observing all specifications and standards.
- Undertake emergency service repairs to the other plant and related equipment.
- Undertake diagnostic fault finding on various plant and equipment
- Install machine parts as required.
- Undertake programmed inspections as per job sheets.
- Advise Workshop Supervisor of warranty issues with plant and equipment.
- Research parts required and liaise with Administration Officer for ordering.
- Maintain plant and equipment service records.
- Undertake administration tasks as necessary to support workshop operations.
- Assist with Workshop housekeeping.

- Assist with Machinery/plant cleaning.
- Maintain storage and stocking of products in a safe manner within the workshop.
- Participate in training as required.
- Work well with internal and external customers.
- Relieve Workshop Supervisor in an Acting capacity as required.
- Undertake training as required.

Any other duties as directed by Supervisor, relevant to the position and within the capability of the officer.

Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

Selection Criteria 1

Demonstrated experience in all aspects of general Diesel fitting and/or Mechanic duties including the ability to work effectively and efficiently unsupervised.

Selection Criteria 2

Sound written and verbal communication skills as well as a proven ability to maintain confidentiality.

Selection Criteria 3

Demonstrated experience working within a small team to achieve personal and team goals.

Selection Criteria 4

Demonstrated knowledge of and commitment to safe working practices.

Selection Criteria 5

Excellent time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Other relevant information

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
- The selected applicant will be subject to a criminal background check by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Workshop Mechanic** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature:

Date

Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: jobs@winton.qld.gov.au

Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.