



## Position Description

POSITION TITLE:	Mechanic
REPORTS TO:	Head Mechanic
LOCATION:	Kyogle Council Depot
WORK AREA:	Assets and Infrastructure Services
SALARY LEVEL:	Grade 4
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	38 hours per week, 9 day fortnight

### *Our Mission*

To meet the challenges of our unique and diverse region

### *Purpose of Position (purpose / objective of the position)*

To perform tasks and duties in relation to Council's Workshop areas as directed by the Head Mechanic and Fleet and Depot Overseer and to maintain Council's workshop in a safe and efficient manner.

### *Award Provisions*

Award: Local Government (State) Award 2020

Award Grade: Band 1 Level 4







## *Schedule of Duties*

- Perform tasks related to the maintenance of Council's Plant and equipment.
- Ensure repairs and maintenance of plant equipment and vehicles, is performed competently and efficiently.
- Report any damage and operating faults that are observed during repairs and routine maintenance and servicing to supervisor.
- Ensure all maintenance request forms are completed and returned to the Plant and Depot Coordinator in given timeframe.
- Ensure that all safety regulations are observed and adhered to and work area is kept clean and tidy and security of workshop is maintained at all times.
- Keep Plant and Depot Coordinator informed of any issues affecting the operation of the Plant and Workshop section.
- All work health and safety requirements are met including completion of risk assessments and working within safe work procedures. Use of necessary safety gear for the performance of various duties (eg hard hat, ear plugs, safety glasses etc).
- Report any occurrence of accident or injury on the job immediately when it occurs, and complete the required paper work and submit to immediate supervisor.
- Time sheets are recorded accurately with appropriate forms attached (eg leave form) and are submitted to Plant and Depot Coordinator on time.
- Perform all task/duties in manner which promotes effective team work and good public and co-worker relations.
- Operate as a member of a work team and practice sharing of work duties and multi-skilling and on call and after hours duties.
- Other duties as directed.
- Ensure Work Health and Safety is practiced in the workplace in accordance with relevant standards and council policy.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>

<b>Local Government Capability Framework</b>		
<b>Group and Capability</b>	<b>Level</b>	<b>Behavioural Indicators</b>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>

## *Essential and Desirable Criteria*

### Essential:

- Relevant Trade qualification and experience, MVRIC Mechanic
- Experience in maintenance and repair of earthmoving plant
- Experience in maintenance and repair of light and heavy fleet vehicles
- Experience in minor plant maintenance and repair.
- Work Health and Safety (General) Induction ticket
- Good communication skills (oral and written)
- Ability to undertake tasks as directed with minimum supervision
- Ability to operate in a team environment
- Demonstrated knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety and an ability to apply them to the work practices.

### Desirable:

- HC Licence
- Possession of licences and permits to operate Council's plant
- Roads and Maritime Services (RMS) Authorised Inspection Scheme (AIS) Certification
- Apply First Aid certification
- Forklift ticket
- Confined spaces ticket
- Experience in welding
- Specialist qualification in the maintenance and repair of plant and equipment

## *Verification of Qualifications*

### Guidelines:

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications, written permission must be given to Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants are to sign a declaration that states qualifications are genuine and acknowledges that false claims can lead to dismissal.

## *Working with Children Check*

The position is subject to the requirements of the Child and Young Person Protection legislation and all applicants will be required to complete a Prohibited Employment Declaration at the time of their application.

***Job Specific Skills and Performance Standards Required***

NB: This section of the position description will be used to assess staff in the job specific skills. Staff are expected to have achieved the performance standard required of all skills within each step before progression to the next step.

Skills	Performance Standard Required	Standard met? Yes/No (evidence required)
<b>Entry Level</b>		
Complete standard forms and reports (such as leave forms, accident reports, timesheets)	<ul style="list-style-type: none"> <li>• Able to print and write information legibly and clearly.</li> <li>• Understands Council procedures relating to regularly used standard forms and reports.</li> <li>• Completes forms to agreed timeframes.</li> </ul>	
Undertake and observe employment conditions and Council Human Resources Policy and procedures (such as rules regarding alcohol consumption during work, using plant items for work use only, wearing issued uniform)	<ul style="list-style-type: none"> <li>• Able to interpret regularly used employment conditions, policies and procedures</li> <li>• Adheres to Employment Conditions and Council Policies and Procedures.</li> <li>• Conducts all areas of work practices and procedures in a manner that conforms to Council principles and practice of Equal Employment Opportunity, Environmental protection and Ethical Conduct.</li> </ul>	
Implement WHS in the workplace	<ul style="list-style-type: none"> <li>• Understands WHS as it applies to their immediate work area.</li> <li>• Understands risk management issues as they apply to their immediate work area</li> <li>• Able to practically apply basic WHS in their daily work</li> <li>• Uses protective clothing and equipment as appropriate for their work.</li> <li>• Complies with Council policies and procedures on a safe workplace (eg., no smoking, alcohol in the workplace)</li> <li>• Uses safety signage and safe working practices while working on or near roads or main thoroughfares.</li> </ul>	



<p>Operate small plant and equipment.</p>	<ul style="list-style-type: none"> <li>• Understands the use of and is able to use plant and equipment regularly used in work.</li> <li>• Understands the basic maintenance of all plant and equipment regularly used.</li> <li>• Uses plant and equipment according to manufacturer's specification and/or Council policies and procedures.</li> <li>• Stores all equipment, tools and machinery safely, properly and securely in compliance with manufacturer's and/or Council guidelines.</li> <li>• Security of tools and equipment is maintained.</li> <li>• Damaged tools and equipment are reported to Head Mechanic.</li> </ul>	
<p>Operate a motor vehicle</p>	<ul style="list-style-type: none"> <li>• Possesses a relevant motor vehicle licence</li> <li>• Able to demonstrate a safe track record in driving.</li> </ul>	
<p>Repair and Maintain Vehicles and Equipment</p>	<ul style="list-style-type: none"> <li>• Routine preventative maintenance is carried out in accordance with requirements.</li> <li>• Routine services and repairs are completed in accordance with Manufacturer's and Council specifications.</li> <li>• Work area is maintained in a clean and orderly manner during the course of the service or repair.</li> <li>• Services and repaired vehicles and equipment are returned to operational use in a safe and productive condition.</li> <li>• Unserviceable equipment and parts are clearly tagged and disposed of safely in accordance with Council policies and procedures.</li> <li>• Records of repairs and maintenance are maintained as required.</li> <li>• Organizes repair of vehicles and equipment unable to be repaired in the workshop.</li> <li>• Specialist advice is sought on complex technical matters as required.</li> </ul>	
<b>Step 1</b>		
<p>Record Keeping</p>	<ul style="list-style-type: none"> <li>• Adheres to Council's information management policies.</li> <li>• Maintains accurate work records.</li> <li>• Identifies errors and omissions in record keeping and corrects them.</li> <li>• Costs are correctly assigned to the appropriate cost centres.</li> </ul>	

<p>Handles Chemicals and other hazardous materials safely</p>	<ul style="list-style-type: none"> <li>• Understands and is able to identify chemicals regularly used in the workplace.</li> <li>• Uses and stores chemicals, flammable liquids and other hazardous materials in the appropriate manner to minimise risk.</li> </ul>	
<p>Implement WHS and environmental management in the workplace</p>	<ul style="list-style-type: none"> <li>▪ Provides input into tool box meetings to ensure all procedures are implemented.</li> <li>▪ Follows correct procedures to minimise environmental effects during spillages.</li> <li>▪ Communicates in a timely and efficient manner WHS and environmental management hazards to supervisor.</li> </ul>	
<p>Undertake basic Problem Solving</p>	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues.</li> <li>• Applies a range of problem solving strategies to a given problem.</li> <li>• Refers more complex issues to appropriate supervisor for discussion and resolution.</li> </ul>	
<p>Diagnosis and Fault Finding</p>	<ul style="list-style-type: none"> <li>• Fault is located and determined by reference to diagrams, plans, manuals, experience and/or in consultation with technical specialists.</li> <li>• Errors indicated by built-in devices are correctly identified.</li> <li>• Faults are verified using correct and appropriate techniques, procedures, tools and test equipment.</li> <li>• Using correct and appropriate techniques, procedures, tools and equipment, faults are repaired or sent to a specialist for repair.</li> </ul>	
<p>Fabricate Mechanical Components or Parts</p>	<ul style="list-style-type: none"> <li>• Specifications are interpreted to determine the dimensions and procedure for fabrication.</li> <li>• Appropriate materials, tools and equipment are selected and prepared for the particular specification requirements.</li> <li>• Components or parts are fabricated in accordance with required specifications.</li> <li>• Required maintenance documentation is completed and processed in accordance with Council policies and procedures.</li> </ul>	
<p>Read and Interpret Schematic Diagrams and Drawings relating to plant and equipment</p>	<ul style="list-style-type: none"> <li>• Can undertake work on the basis of diagrams and drawings.</li> <li>• Work is undertaken according to schematic diagrams and drawing provided.</li> <li>• Uses sound judgment to interpret situations and find acceptable solutions to basic problems when diagrams and drawings are not clear.</li> <li>• Suggest more appropriate ways of undertaking work.</li> </ul>	

<p>Internal Control and Purchasing</p>	<ul style="list-style-type: none"> <li>• Is aware of Council's internal control policies and procedures.</li> <li>• Work carried out adheres to council's internal control policies and procedures.</li> <li>• Identify required parts and supplies and effectively communicates requirements to Head Mechanic.</li> </ul>	
<p>Undertake Welding</p>	<ul style="list-style-type: none"> <li>• Job specifications and requirements are interpreted and determined from job sheets and/or work instructions</li> <li>• Information is accessed from appropriate sources to enable welding to be performed in accordance with vehicle and equipment manufacturer procedures.</li> <li>• Materials for welding are prepared and aligned in accordance with specifications.</li> <li>• Distortion prevention measures are identified and applied in accordance with job requirements.</li> <li>• Materials are welded to appropriate standards or equivalent in accordance with the specifications.</li> <li>• Welding procedures are completed without causing damage to any workplace property or vehicle, system or component.</li> <li>• Welds are cleaned using appropriate tools and techniques.</li> <li>• Safety clothing and protective equipment are used according to WHS and Council requirements.</li> <li>• Defects are identified and repaired using appropriate techniques.</li> <li>• Work area is cleared of waste, cleaned and restored in accordance with policies and procedures.</li> </ul>	
<p><b>Step 2</b></p>		
<p>Service and Repair a range of plant related systems (eg electrical, hydraulic and mechanical)</p>	<ul style="list-style-type: none"> <li>• Service and repair is achieved without causing damage to any component or system.</li> <li>• Appropriate materials/ oils / filters are selected.</li> <li>• Servicing and/or repairs are completed according to service schedule/job card.</li> <li>• System is tested prior to placing into service and results are recorded in accordance with Council policies and procedures.</li> <li>• Servicing is carried out according to industry regulations and guidelines and Council policies and procedures.</li> </ul>	

<p>Problem solving</p>	<ul style="list-style-type: none"> <li>• Develops practical solutions to daily work issues.</li> <li>• Applies a range of problem solving strategies.</li> <li>• Shows independence and initiative in identifying problems and solving them.</li> </ul>	
<p>Operate a fork lift</p>	<ul style="list-style-type: none"> <li>• Possesses the appropriate forklift licence and ticket.</li> <li>• Loading, moving and unloading is completed without causing damage to any workplace property or vehicle sections, systems or components.</li> <li>• Hazardous materials in relation to the load requiring lifting are identified and apply the appropriate care/safety requirements.</li> <li>• Forklift is operated correctly and safely in performing loading/moving and unloading duties according to licensing and legislation requirements.</li> <li>• All forklift operations are carried out according to industry regulations and guidelines, WHS legislation and council procedures and policies.</li> </ul>	
<p>Development of safe work method statements.</p>	<ul style="list-style-type: none"> <li>• Documentation is prepared to formalise processes for achieving objectives.</li> <li>• Consideration is given to the user and the environment in which the SWMS will be used.</li> <li>• Feedback is sought on the content of the SWMS.</li> <li>• Draft of SWMS is forwarded to Head Mechanic.</li> </ul>	
<p>Supervise and organise the operation of plant and equipment</p>	<ul style="list-style-type: none"> <li>• Ensures plant and equipment are monitored on a regular basis to ensure maximum output is achieved.</li> <li>• Plant and equipment are organized to meet scheduled requirements.</li> <li>• Accurate records of plant and equipment operation and use are recorded and maintained.</li> <li>• Equipment is maintained in accordance with manufacturer's specifications and enterprise /site procedures.</li> </ul>	
<b>Step 3</b>		
<p>Licensed to operate a Heavy Rigid (HR) vehicle</p>	<ul style="list-style-type: none"> <li>• Possesses Heavy Rigid (HR) truck licence.</li> <li>• Is able to operate and drive a heavy rigid vehicle in a safe manner with regard to relevant statutes and Council policies and procedures.</li> <li>• Repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Demonstrates a good track record in regard to driving a heavy vehicle.</li> </ul>	

<p>Apply up to date knowledge of plant and equipment</p>	<ul style="list-style-type: none"> <li>• Keeps up to date with advances in the area of expertise and what is happening in related industries.</li> <li>• Demonstrates a wide and practical understanding of the operation of equipment.</li> <li>• Uses up to date knowledge and apply it successfully in the maintenance, servicing and repairing of vehicles and equipment.</li> <li>• Uses knowledge to keep workshop and other staff up to date with the use of equipment and any changes needed in operating the equipment.</li> </ul>	
<p>Assist with the Coordination of Resource Allocation and Usage</p>	<ul style="list-style-type: none"> <li>• Assist to ensure resources are allocated based on the assessment of current workloads and staff needs against circumstances, skills, experience and resources available.</li> <li>• Effective allocation and acquisition of resources is supported and endorsed with team and colleagues.</li> <li>• Resource allocations enable the achievement of work objectives.</li> <li>• Resource allocation complies with Council policies and procedures and legislation.</li> <li>• Resource allocation issues are identified and addressed.</li> </ul>	
<p>Risk Management and Problem Solving</p>	<ul style="list-style-type: none"> <li>• Identifies and classifies possible sources of risk.</li> <li>• Identifies problems proactively and puts in place appropriate strategies to mitigate them.</li> <li>• Negotiates with multiple stakeholders where appropriate to solve issues.</li> <li>• Applies a range of problem solving skills to enable issues to be resolved without contravening any statutes, regulations or council policies.</li> </ul>	
<b>Step 4</b>		
<p>Participate in the Training of Apprentices</p>	<ul style="list-style-type: none"> <li>• Information is delivered in a clear and concise manner.</li> <li>• Feedback is obtained to determine understanding of instruction given.</li> <li>• Appropriate resources are provided for training.</li> <li>• The apprentice is encouraged to seek further information and training as required.</li> </ul>	

<p>Licenced to operate a Heavy Combination (HC) vehicle</p>	<ul style="list-style-type: none"> <li>• Possesses Heavy Combination (HC) truck licence.</li> <li>• Is able to operate and drive a heavy combination vehicle in a safe manner with regard to relevant statutes and Council policies and procedures.</li> <li>• Repairs and adjustments to plant and equipment are made in accordance with manufacturer's specifications.</li> <li>• Demonstrates a good track record in regard to driving a heavy vehicle.</li> </ul>	
<p>Obtain Roads and Maritime Services (RMS) Authorised Inspection Scheme (AIS) Certification</p>	<ul style="list-style-type: none"> <li>• Obtain qualification and ensure specific safety requirements are met.</li> <li>• Perform safety inspections on the following vehicle types as required: <ul style="list-style-type: none"> <li>- Cars and light commercial vehicles up to 5 tonnes tare weight except vehicles fitted with power-operated brakes.</li> <li>- Light trailers and caravans up to 2 tonnes gross trailer mass (GTM) except those fitted with breakaway brakes.</li> <li>- Motorcycles - including motorcycles with a side-car.</li> <li>- Buses up to 2.5 tonnes tare weight.</li> </ul> </li> <li>• Perform safety check inspections for the purpose of renewal on light vehicles over 5 years old and for clearance of non-design-based defect notices.</li> </ul>	
<p>Completion of repair and maintenance tasks scheduled for plant and equipment</p>	<ul style="list-style-type: none"> <li>• Details of the repair and maintenance requirement are obtained and agreed.</li> <li>• Details are recorded in accordance with Council procedures.</li> <li>• Types and quantities of materials, tools and equipment required for the repair and maintenance are estimated.</li> <li>• Labour requirements to achieve the repair and maintenance are estimated.</li> <li>• Time requirements to undertake the work are estimated.</li> <li>• Total materials, labour and overhead cost allowances are calculated in accordance with Council procedures.</li> <li>• Completion of scheduled repair and maintenance tasks are reported to Plant and Depot Coordinator.</li> </ul>	

Improve customer Service	<ul style="list-style-type: none"><li>• Analyses methods of improving customer service and makes recommendations to appropriate personnel for improvements.</li><li>• Implements improvements in customer service.</li><li>• Provides verbal reports and appropriate feedback in accordance with Depot and Plant Coordinator requirements.</li></ul>	
Prepare Quotes and Estimates	<ul style="list-style-type: none"><li>• All necessary and appropriate plans, drawings, specification are interpreted to estimate material, labour and equipment costs.</li><li>• Estimated material, equipment and labour costs are totalled for the project.</li></ul>	
Analyse and evaluate plant hydraulic and other system faults.	<ul style="list-style-type: none"><li>• The effects of any systemic deficiencies/discrepancies or faults are identified and confirmed from indirect and/or direct evidence.</li><li>• Possible safety impacts of the work are considered and responded to in accordance with regulatory and Council policies and procedures.</li><li>• System performance faults are identified from an analysis of technical support information and available on-board diagnostic systems.</li><li>• Testing equipment is obtained and prepared for application with regulatory, manufacturer's and council requirements.</li><li>• Tests and testing equipment are applied and valid conclusions are drawn from the available evidence and documented according to council requirements.</li></ul>	

Undertake Process Improvement	<ul style="list-style-type: none"><li>• Processes are monitored and inconsistencies are identified by comparing processes for similar tasks.</li><li>• Ideas for improvement are given prompt consideration and feedback to maximise possible benefits.</li><li>• Ideas are discussed and evaluated with staff to determine viability.</li><li>• Ideas are assessed against existing practice, precedent and any legislative or Council restrictions.</li><li>• Judgment is used on the assessment of ideas.</li><li>• Relevant staff are involved so that all aspects can be considered.</li><li>• Regular opportunities are provided to consider alternative approaches to process improvement.</li><li>• Change is monitored to see that anticipated benefits are realised.</li><li>• All areas affected by change are advised promptly to minimise disruption and encourage commitment.</li></ul>	
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*Acceptance of Position Description*

I, \_\_\_\_\_, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties as Mechanic on \_\_\_\_\_(date)

Signed:\_\_\_\_\_

Date:\_\_\_\_\_