



## **INFORMATION PACKAGE**

### **POSITION VACANT**

### **MECHANICAL TRADESPERSON**

**REF NO: ESC326**

**CLOSING DATE: 4.30PM THURSDAY 16 JULY 2020**

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Thank you for enquiring about  
this position.  
If, after reading the information  
in this package, you would like  
further information please  
contact Allan Crapp on  
0409 773 690



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

## Position Description

# Mechanical Tradesperson


Position Code	205
Division	Works
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 Level 2

### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

  <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To perform mechanical trade tasks to maintain, service, diagnose and repair Council's plant and automotive fleet specialising in heavy vehicles and plant.

## Main duties and key result areas (KRA)

1. Maintain, service and repair minor plant, light vehicles and associated equipment.  
*KRA: Minor plant, light vehicles and equipment maintained, serviced and repaired to required standards and deadlines.*
2. Maintain, diagnose, service and repair heavy vehicles and plant.  
*KRA: Vehicles and plant items repaired to industry standards in a competent and timely manner*
3. Plan and organise work to meet quality and environmental standards.  
*KRA: Planning and organisation of work meets quality and environmental standards.*
4. Maintain records of work performed.  
*KRA: Records of work performed documented, provided in an accurate and timely manner.*
5. Drive and operate Council vehicles, plant and equipment.  
*KRA: Licences/tickets required to operate vehicles, plant and equipment are maintained current and valid.*
6. Perform all duties following EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
7. Perform all duties within WHS procedures including maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. NSW MVRIC tradesman's certificate as a motor mechanic.
2. Sound knowledge and demonstrated current experience in servicing and repair of mobile plant, cars, light vehicles, trucks and earthmoving equipment.
3. Sound knowledge of hydraulics and automotive electrical systems.
4. Ability to work productively on own.
5. Ability to work harmoniously in a small team.
6. Ability and willingness to work flexibly within Award conditions.
7. Fitness and ability to work at heights.
8. Willingness and ability to follow EEO and diversity principles and practices.
9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Welding / fabrication / sheet-metal experience.
2. Experience in the use of vehicle mounted cranes and overhead travelling gantries.
3. Air-conditioning accreditation / experience.
4. Basic computer skills.
5. Ability to backfill and work as a Depot Mechanic.

## Licence requirements

The following is the list of licence requirements for this role:

### Mandatory licences required prior to commencement

1. Current WorkCover WHS Induction Construction Work Certificate (White Card)

### Mandatory licences required to obtain with Council assistance if not currently held

1. Current class MR driver's licence (or current driver's licence with willingness to obtain MR)

### Desirable

1. Workcover Dogman ticket
2. Workcover Forklift licence
3. Hydraulics / pneumatics accreditation
4. RTA Authorised Examiner
5. RTA Plant Evaluator
6. HR drivers licence

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Bradley Constable – Workshop Supervisor/Mechanic  
**DATE:** June 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Mechanical Tradesperson
Reference Number:	ESC326
Grading:	Grade 10 of Council's salary system
Salary Range:	In the range of \$1,285.05 to \$1,371.86 gross per week comprised of: * \$1,157.36 to \$1,236.64 base salary, * \$16.20 Adverse Working Conditions Allowance, plus * \$111.49 to \$119.02 superannuation (calculated at 9.5%)
Tool Allowance:	A tool allowance of \$30.80 per week will be paid where applicable.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of Work:	Full-time, 38 hours per week with hours currently arranged: Mon to Thurs            6.55am to 4.05pm Fri – Week 1            6.55am to 2.05pm Fri – Week 2            RDO with variations from time to time to meet work requirements.  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.



**Location:** Based from the workshop at Moruya Depot (Araluen Road Moruya) and may be required to work at various locations across the Shire. These roles provide backfill for the Mechanic based at Batemans Bay when required.

**Leave Entitlements:** 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

