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# Mechanic

## Position description

July 2020



Northern Grampians Shire Council  
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## Position description

<b>Position title</b>	Mechanic
<b>Classification</b>	Band 3
<b>Department</b>	Operations

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented Activity Based Working, operate on Google platform, and where possible we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively whether they are working in the office or out in the community.

Our aim is to always be **innovative** and **engagiNG** for our community.

## Position objectives

This position provides mechanical service involving the repair, servicing and maintenance of Council's plant, equipment and vehicle fleet. Plant includes heavy commercials, earthmoving, agricultural equipment, light fleet and ancillary items.

## Key responsibility areas

- Undertake routine servicing maintenance and repairs to all plant equipment as reported on the plant daily inspection checklist/fault report after consultation with Supervisor Plant and Mechanical Workshops
- Ensure collection and collation of all daily plant checklists and schedule maintenance in accordance with checklists and Workshop Program to ensure all plant is safe and operational
- Assist in the management and maintenance of service records for Northern Grampians plant and equipment
- Assist in preparation and scheduling of preventative maintenance for all Council owned plant and instruct drivers, plant operators and other employees on routine inspection and servicing of vehicles, plant and equipment entrusted to their care, reporting problems to the Supervisor
- Recommend jobs to be undertaken by outside contractors if unable to complete jobs in-house to Supervisor
- Provide technical advice regarding specifications and assessments for plant purchases as required
- Perform risk assessments on new and existing plant and equipment
- Ensure work performed complies with Council standards, appropriate Australian Design Rules (ADR) and VicRoads regulation
- Interpret manuals and software to identify spare parts and liaise with the Supervisor in regard to parts ordering
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Be available to attend out of hours' breakdowns and vehicle retrievals, if required
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

## Corporate responsibilities

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, risk management, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

## Organisational relationship

Reports to	Supervisor - Mechanical Workshops
External relationships	General public, suppliers, contractors
Internal relationships	Council employees

## Accountability and extent of authority

- Working under general supervision of the Supervisor Mechanical Workshops, this position has the freedom to act to complete routine repairs
- Expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures

## Judgement and decision making

- Ability to apply established practices and procedures
- Ability to select equipment and processes to be used from a range of alternatives following discussions with the Supervisor – Diesel Mechanical Workshops.
- Undertake any procedure, which is documented in the Shire's Operational Manual in the specified manner.

## Specialist skills and knowledge

- Knowledge of components and operation of individual items, including a range of engines, transmissions, differential and electrical systems
- Understanding of the technology in maintaining plant and equipment procedures and processes
- Safe and competent operation of very heavy mechanical plant
- Ability and skills to provide training to apprentices either through on-the-job training or formal training programs
- Ability to operate computerised inventory systems.

## Management skills

- Able to provide employees under their supervision with on-the-job training and guidance

## Interpersonal skills

- Oral and written communication skills enabling communication with clients, other employees and members of the public and in the resolution of minor problems
- Ability to work in a team environment.

## Qualifications and experience

- Minimum Certificate III trade qualification of Mechanic
- Knowledge of mechanical workshop operations and associated equipment
- Knowledge of standards and regulations associated with the mechanical workshop plant and fleet
- Knowledge of the latest technology relating to a mechanical workshop, plant and fleet
- Safety in the workplace
- Safe use and handling of capital and minor plant and equipment

## Selection criteria

1. Trade qualified Mechanic with some trade experience
2. Demonstrated experience in the service and repair of plant and machinery
3. Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
4. Demonstrated commitment to OH&S

## Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

**Tenure** - Permanent Full time – 9 day fortnight or Casual

**Qualifying period** - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - Appointee is required to undertake a satisfactory pre-employment medical examination at Council's expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**On call availability** – This position will be required to participate in Council's after hours availability to attend out of hour's breakdowns and vehicle retrievals, if required.

**Competency requirements** - This position will be required to maintain the following competencies:

- Level 2 First Aid & CPR

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

## Document review

Date Approved/reviewed	July 2020
Prepared by	Coordinator People and Culture
Approved by	Manager People and Culture

## Employee Signature

[acceptance\_status]

[acceptance\_date]

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[candidate\_name]