

<b>Position title</b>	Workshop Mechanic
<b>Reports to</b>	Foreperson Workshop
<b>Department</b>	Infrastructure & Planning
<b>Classification</b>	Engineering Level C8
<b>Last Review Date</b>	14 March 2018

## Position Summary

This position is responsible for delivering a high level of support in the servicing, maintenance and repair of the fleet operated by Council.

## Position Specific Accountabilities

- Carry out servicing, maintenance, commissions and repairs on Council plant, equipment, vehicles, trucks and earthmoving machinery as directed.
- Diagnose faults in machinery/vehicles systems and rectify.
- Diagnose problems from, hydraulic and pneumatic schematics.
- General Auto Electrical duties
- Access on-board self-diagnostic systems in the engine control unit (ECU) and central processing unit (CPU) and interpret test procedures and results.
- Ensure work is performed to comply with Council standards, appropriate Australian Design Rules (ADR) and Queensland Transport Authority regulation.
- Correctly use and maintain all personal protective clothing and equipment supplied
- Reporting of mechanical conditions to Workshop Leading Hand
- Complete purchase order processing
- Undertake specific tasks as directed by the Senior Workshop Foreperson

## Organisation Responsibilities

- Model the highest standards of ethical and professional behaviour and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all legislative frameworks, rules, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Workplace Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected

## Selection Criteria

### Essential

1. Strong work ethic and an ability to contribute and work within a workshop team environment.
2. Ability to communicate effectively, both written and verbally, with team members and supervisors
3. Demonstrated experience in the service and repair of plant, equipment, machinery and vehicles as directed.
4. Awareness of safe work practices including manual handling techniques and an ability to follow Workplace Health and Safety procedures and policies.

### Qualifications

- Trade Qualified as a Diesel Mechanic. Significant experience is mandatory.
- MR Driver License (mandatory)
- General Construction Induction card (mandatory)

### Desirable

- HR Driver Licence
- Forklift Licence
- A/C Ticket
- Auto Electrical experience

## Position Specific Conditions

- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

