

POSITION DESCRIPTION	
<b>Title:</b>	<b>Apprentice Plant Mechanic</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Mechanical Coordinator</b>
<b>Grade:</b>	<b>T1-T5</b>
<b>Position Allowances:</b>	<b>Tool Allowance (Metal and Mechanical Trades)</b>
<b>Hours:</b>	<b>38 hours per week</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83681, 83685</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>October 2020</b>
Position Purpose	
<p>This position provides professional work experience aligned to a course of study while supporting the Workshop Mechanical team perform mechanical duties outlined by the Mechanical Coordinator. The Apprentice will develop and apply skills, knowledge and experience associated with mechanical activities and positively contribute to the delivery of objectives for the Services Group and to the four principles that together form the focus of Council, namely the 4C's: Community, Councillors, Customer and Council.</p> <p>This is a four year apprenticeship undertaking a Certificate III in Mobile Plant Technology.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum Year 10 School Certificate (by December 2021) (ROSA) or equivalent combination of study/work/life experience.</li> <li>• Demonstrated interest in motor vehicle/plant mechanics.</li> <li>• Motivation to learn with a commitment to complete the requirements of a four year apprenticeship, including completion of Certificate III in Mobile Plant Technology.</li> </ul>	

- Ability to communicate effectively with the public, co-workers and management.
- Ability to follow instruction, take direction and work as a team player.
- Understanding of Work Health and Safety principles.
- Current NSW Driver's Licence - Provisional (P1/P2) or Class C or ability to obtain.
- Physically capable to undertake the requirements of the role including manual and repetitive tasks.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.

**Desirable:**

No desirable criteria.

## Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Perform vehicle maintenance duties outlined by the Mechanical Coordinator, including repair engines and associated engine components, diagnose and repair charging and starting systems, carry out servicing operations, and overhaul engines and associated engine components.
- Participate actively in the apprenticeship, make satisfactory progress through the study content and successfully complete all assessment tasks and other study requirements within the allocated timeframes.
- Undertake on-the-job training in the workplace and achieve work outcomes as directed.
- Participate in additional corporate and development activities as required.
- Demonstrate effective written, verbal and interpersonal skills and continue to develop these throughout the apprenticeship.
- Contribute as an effective team member to enable identified objectives and tasks to be achieved while complying with all relevant legislation, policy and procedures and other regulatory standards or legislation.
- General mechanical duties as required within the limits of the employee's skill, competence and training.

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.

- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.