

## Position Description

<b>Position title:</b>	<b>Minor Plant Mobile Fitter</b>
<b>Directorate:</b>	Infrastructure & Property
<b>Service Unit:</b>	Depot Operations
<b>Reports to:</b>	Workshop Manager
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	8
<b>Work location:</b>	Waratah Works Depot
<b>Date revised:</b>	September 2021

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Depot Operations?

We are a team of over 30 staff that enable other Services within the City of Newcastle to operate at their service potential by providing and maintaining sustainable, fit-for purpose plant / fleet asset services and operational works depot management to the organisation. Our team is a mix of administrative staff and tradespeople who ensure the delivery of whole of life fleet services and oversee the operational management of the Waratah Depot site. We believe that by empowering and developing our team we achieve innovation and best support our customers.

### What's the focus of this position?

This position is responsible for the inspection, servicing, diagnosing and repairs in a safe, professional and efficient manner over a wide range of minor plant such as ride on mowers, whipper snipers, vibe plates, chainsaws, concrete saws & quick cut saws in the city of Newcastle workshop. You will be carrying out daily tasks, ensuring compliance with WHS guidelines and completing job cards to document the work carried out.

**What you'll be doing:**

- To provide safe and efficient breakdown and routine mechanical repairs and maintenance to Council's minor plant and other equipment as required in the field.
- Maintaining the health and safety of fellow workers and the general public during the execution of repairs by ensuring safe work practices are adopted and adhered to in accordance with Council's code of Safety Practice and Occupational Health and Safety Guidelines.
- To work in a team based environment in a manner that promotes team spirit, harmony and optimises the output of the team.
- To perform repairs in a safe, professional and efficient manner over a wide range of minor plant such as ride on mowers, whipper snipers, vibe plates, chainsaws, concrete saws & quick cut saws.
- The satisfactory completion of allocated work and repairs within nominated timeframes.
- Work independently, starting & finishing on the job, dealing directly with customers in the field and with external suppliers for the procurement of parts and information.
- Contribution to the promotion of teamwork and assist in building team spirit within the workshop team to optimise work output.
- To work in a manner that promotes industrial safety.
- Required to improve skills and rapidly acquire working knowledge of latest equipment, technology and innovation to provide improved service/options to customers and to provide benefit to the workshop Team and organisation.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

**The essentials you'll need:**

- Relevant qualifications and experience as a Plant Mechanic.
- Knowledge and experience in electronic diagnostics.
- Understanding of current technologies in minor plant.
- Driver's Licence - Class HR.
- Ability to perform allocated duties with no immediate supervision.
- Working knowledge of relevant Occupational Health and Safety requirements.
- Ability to work in a team environment and contribute to team objectives.
- Ability to work in a changing environment with focus on continuous improvement and top value.
- Literacy and numeracy skills adequate to meet the requirements of the position.
- Ability to prioritise tasks and meet deadlines
- Preparedness to undertake training
- Willingness to relieve in other positions and take on additional responsibilities within the Fleet Workshop.

**Other valuable skills you may have:**

- Knowledge and experience in Risk Assessment.
- Experience in the use of electric and oxy cutting welding.



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### We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	