



POSITION OF

Mechanic

Last Reviewed: January 2021

1. TITLE

Mechanic

2. LEVEL

Contract position – up to three years

3. DEPARTMENT/SECTION

Works and Services

4. POSITION OBJECTIVES:

4.1 Objectives of Position:

- To work efficiently in a team environment to ensure plant and equipment is maintained to a high standard, minimising down time.

4.2 Within Section:

- Provide a high level of service and forward planning in the works and services area in a safe and highly efficient manner.

4.3 Within Organisation:

- Liaise with other team member to ensure plant and equipment is maintained to a high standard.

5 REQUIREMENTS OF THE JOB:

5.1 Skills:

- Excellent listening skills
- Well Developed time management skills
- Well-developed skills in the service, repair and maintenance of earthmoving and construction equipment including but not limited to graders, loaders, trucks, rollers, semi-trailers, light vehicles and small plant items such as pumps and generators.

5.2 Knowledge:

- Knowledge of Occupational Safety and Health regulations and welfare legislation, Equal Opportunity legislation and policies.
- Well-developed knowledge of current fault finding diagnosis and plant maintenance techniques
- Knowledge of horticulture and grounds maintenance practices and principles.

5.3 Experience:

- A minimum of three years working as a plant mechanic on earthmoving and road building equipment

5.4 Qualifications and/or Training:

- Mechanical Trade qualifications
- Must hold a current unrestricted 'HR' class drivers licence. with a preference for a 'HC'.

6 KEY DUTIES/RESPONSIBILITIES:

- Carry out designated tasks as outlined by the Works Manager;
- Inspect machinery and develop a scope of repairs;
- Diagnose and fault find operator complaints;
- Work in and maintain a working environment with an acceptable level of housekeeping;
- Correctly use and maintain PPE at all times;
- Use and maintain workshop tooling in accordance to working specifications and conditions;
- Report and assist in the analysis of incidents or potential hazards;
- Complete service reports of performed tasks and assist in the maintenance of plant and equipment files;
- Monitor and record the use of workplace consumables to ensure adequate stock of spares is on hand;
- Demonstrate a positive working attitude;
- Maintain and participate in the team environment;
- Other duties as requested by the Works Manager, including but not limited to plant operation and assisting with construction jobs around the community.

7 ORGANISATION RELATIONSHIPS:

7.1 Responsible to:

Works Manager

7.3 Internal and External Liaison:

Internal:

Chief Executive Officer
Executive Manager Corporate Services
Works Manager
All Internal Staff

External:

Contractors
Ratepayers
General Public

8 OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Ensure his or her own safety
- Avoid adversely affecting the safety and health of any other person through any act or omission at work
- Must comply with safety instructions specified by their employer
- Must use personal protective equipment as directed by their employer
- Must not misuse or damage safety equipment
- Must report near misses/accidents and incidents as well as hazards to their managers/supervisors
- Must co-operate with their employer
- Should actively participate in Work Injury Management Programmes.

9 EQUAL EMPLOYMENT OPPORTUNITY:

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect
- Undertake equal employment opportunity training provided by Council.

10 EXTENT OF AUTHORITY:

Position operates under the broad direction of the Works Manager within established guidelines, procedures and policies of Council.

11 **SALARY PACKAGE**

A salary package of up to \$103,832 will be offered to the successful candidate based on the component;

	Up to	notes
Cash Salary	\$ 80,000	
Superannuation 9.5%	\$ 7,600	
Superannuation matching 5%	\$ 4,000	Dollar for dollar matching contribution up to maximum 5%
Clothing allowance	\$ 1,000	
Staff housing allowance	\$ 3,120	
Tool allowance	\$ 5,200	
Mobile phone provision (or allowance)	\$ 780	
Vehicle use (commuter use)	\$ 2,000	
Gym membership	\$ 132	
Total package	\$ 103,832	

SELECTION CRITERIA Mechanic

ESSENTIAL

1. A minimum of three years working as a plant mechanic on earthmoving and road building equipment
2. Well-developed knowledge of Occupational Health, Safety and Welfare legislation, Equal Opportunity legislation and policies.
3. Well-developed knowledge of current fault finding diagnosis and plant maintenance techniques.
4. Well-developed time management skills.
5. Strong team player.
6. Hold a current “HR” class Motor Drivers Licence.

DESIRABLE

1. Current HC Licence
2. Machinery Tickets

Prior to appointment the applicant will be required to undergo a medical examination, drug and alcohol test, provide a Police Clearance, as well as Police proof of a current motor driver’s license.



Shire of Narembeen Staff Organisational Structure – January 2021

