



## Position Description

<b>Position Title</b>	Mechanic
<b>Directorate</b>	Sustainable Development & Infrastructure
<b>Level</b>	5
<b>Reports to</b>	Coordinator Workshop & Fleet
<b>Responsible for</b>	N/A
<b>Primary Location</b>	Shire of Augusta Margaret River Works Depot
<b>Delegation</b>	N/A

### Position Overview

The primary requirements of the position are to:

- Undertake Infrastructure Workshop operational and capital works program.
- Undertake minor/major repair and service work on all Shire light plant and equipment.
- Work with other mechanics to service / repair Shire heavy plant
- Ensure that all Occupational Health and Safety requirements are adhered to for all work activities.  
services and facilities provided by Infrastructure Workshop Team's area of responsibility.
- Deliver customer service in accordance with Council's Customer Service Charter.

### Position Responsibilities

Key functions	Specific duties	% Time
<b>Workshop</b>	<ul style="list-style-type: none"> <li>• Undertake servicing on all Shire plant and equipment.</li> <li>• Undertake minor/major repair work on all Shire Plant and equipment.</li> <li>• Identify and repair causes of machinery/plant breakdowns.</li> <li>• Housekeeping – workshop and lube bay, general tool and workshop equipment maintenance and cleaning.</li> <li>• Carry out general welding and minor steel fabrication works.</li> <li>• Provide customer service and feedback/advice as required.</li> <li>• Provide notes and comments on the condition of plant that is serviced.</li> </ul>	<b>60%</b>



<b>Administration</b>	<ul style="list-style-type: none"> <li>• Fill out daily timesheets by 7:00am next morning.</li> <li>• Record keeping of service and maintenance schedules – report all repair work or defects.</li> <li>• Record keeping of consumable item use (oils, fuels etc).</li> <li>• Seek quotes and order parts as required.</li> <li>• Contributes towards the records management system.</li> <li>• Undertake risk assessments on Shire plant and equipment.</li> </ul>	<b>20%</b>
<b>OSH</b>	<ul style="list-style-type: none"> <li>• Contributes towards the success of OSH initiatives within the workplace.</li> <li>• Undertake job safety analysis as required.</li> <li>• Identify and report hazards.</li> <li>• Work in accordance and review relevant SOP's.</li> <li>• Induct operators in the safe use and maintenance of heavy and light plant and equipment.</li> </ul>	<b>5%</b>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead apprentice in daily work tasks including supervising and reviewing quality of work.</li> <li>• Lead apprentice in the safe systems of work.</li> <li>• Provide on the job training of Apprentice.</li> </ul>	<b>15%</b>

## Position Requirements

### Essential

- Completion of Mechanical Trades Certificate.
- Demonstrated ability to undertake problem solving and make recommendations relating to plant and equipment in consultation with customer or stakeholder.
- Proven ability to provide inductions on the safe use and maintenance of plant and equipment.
- Demonstrated experience working under limited supervision and ability to coordinate own work.
- Proven ability to make technical and operational decisions relating it to own work and safety, and the safety of others.
- Experience in leading and providing on the job training to an apprentice.
- Strong background in servicing light vehicles

### Desirable

- Mechanical Trade Certificate or equivalent plus 5 years post certificate experience with heavy plant and equipment.
- Prepare routine financial documents with limited assistance.
- Experience with metal fabrication and welding.
- Current HR License.
- Forklift license
- Current construction white card.
- Experience in operating G-scan for plant and vehicle servicing and repairs.
- Knowledge of OSH requirements in civil construction and maintenance.



### Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Workshop Supervisor</li> <li>• Apprentice Mechanic</li> <li>• Unit Managers and staff with plant and equipment</li> <li>• All Shire employees</li> </ul>	<ul style="list-style-type: none"> <li>• General Public</li> <li>• Service Providers</li> </ul>

### The Way We Do Things

Respect



Integrity



Community



Excellence



### Acknowledgement

Reporting Officer Name	Signature	Date
Employee Name	Signature	Date