

# POSITION DESCRIPTION

## MECHANIC

### Position Details

<b>Department:</b>	Assets
<b>Unit:</b>	Assets & Infrastructure (Heywood Works Depot)
<b>Classification:</b>	Band 4
<b>Date Reviewed:</b>	November 2023
<b>Award:</b>	This position is subject to the Glenelg Shire Council's Enterprise Agreement

### Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service  
Excellence

### Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

### Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

### Position Objectives

- To maintain Council's vehicles, trucks, machinery, plant and equipment in a flexible, efficient, cost effective and safe manner.
- To provide on-site servicing, in a mobile workshop, of Council's plant and equipment throughout the Shire.
- Provide learning and guidance for apprentices, students and other work colleagues.

### Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals.

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#### Key Responsibilities & Performance Standards (Continued)

As identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

- Ensure Council vehicles are maintained in a roadworthy and serviceable condition.
- Ensure maximum availability of Council owned plant and mechanical equipment by undertaking on-site servicing in a mobile and static workshop.
- Heywood Depot fuel dips and ordering of fuel and reporting to Environmental Protection Authority (EPA).
- Documenting responses and programming of works as required from Pre-start Checklists.
- Undertaken Plant Hazard Assessments.
- Ensure all Council vehicles have current registration.
- Ability to investigate and provide reports as directed.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

#### Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

#### Organisational Relationships

**Reports to:** Supervisor Mechanic

**Supervises:** Apprentice/s  
VCAL Students  
Contractors

#### Accountability & Extent of Authority

- In this role the employee will be required to exercise discretion within standard practices, policies and procedures.
- This position is responsible for making routine decisions for the efficient and effective performance of the required duties in accordance with stated Council policies and guidelines established by the Manager or their nominated Officer.

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### Accountability & Extent of Authority (Continued)

- Issues involving changes to policies, procedures or financial arrangements are to be referred to the Manager or their nominated officer.
- The employee may use high precision trade skills and provide direction and leadership to apprentices, other work colleagues and students.
- Coordinate annualised regulatory inspection program and provide documented evidence of completion.

### Judgement & Decision Making

- Procedures well understood and clearly documented.
- The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes.
- Objectives are well defined and the employee will be required to select appropriate methods to achieve desired outcomes.
- Generally, guidance is always available.

### Management Skills

- Will involve the supervision of apprentices and students.
- Ability to plan work, at least one week in advance.
- Understanding of personnel policies and practices.
- Ability to supervise contractors.

### Skills & Knowledge Required

- Competent to operate a variety of plant and machinery.
- Thorough understanding and ability to use a diverse range of skills necessary to maintain and modify plant and equipment.
- Capacity to learn new techniques and work practices.
- Ability to program works and set priorities to minimise plant down time utilising "in-house" or external resources.
- Ability to supervise others.
- The employee will be required to supervise apprentices and students.
- The employee will be required to undertake highly skilled trades work which may include air conditioning and auto electrical work.

### Interpersonal Skills

- Effective communication skills and occasional report writing.
- Ability to work in a team environment.
- Ability to gain cooperation and assistance from the public and other employees.
- Ability to learn and use new technology.

### Qualifications & Experience

- Mechanical trade qualification (four year apprenticeship) is essential.
- Current drivers licence is essential.
- Current Victorian Medium Rigid Licence is desirable.

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#### Qualifications & Experience (Continued)

- Several years mechanical experience in a range of earthmoving, agricultural, commercial and passenger vehicles.
- Engineering fabrication and repair ability would be advantageous.

#### Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

#### Key Selection Criteria

- Mechanical trade qualification (four year apprenticeship) is essential.
- Current drivers licence is essential.
- Ability to work in a team environment.
- Ability to gain cooperation and assistance from the public and other employees.
- Ability to learn and use new technology.
- Competent to operate a variety of plant and machinery.
- Thorough understanding and ability to use a diverse range of skills necessary to maintain and modify plant and equipment.
- Capacity to learn new techniques and work practices.
- Ability to program works and set priorities to minimise plant down time utilising "in-house" or external resources.
- Ability to supervise others (employees and contractors).
- The employee will be required to undertake highly skilled trades work which may include air conditioning and auto electrical work.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

#### Signatures

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Employee's Name

.....  
Employee's Signature

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Date

.....  
Manager's Signature

.....  
Date