



Position Description

SECTION 1 – POSITION IDENTIFICATION

Title:	Mechanic
Department:	Infrastructure Assets
Responsible to:	Works Supervisor
Position:	Permanent Full time - 76 hours per fortnight
Award:	<i>Municipal Employees (WA) Interim Award 2011</i>
Classification:	Level 4

SECTION 2 - POSITION FUNCTION

Overall

To maintain, service and repair Council's plant and vehicle fleet in a competent manner, to ensure that the plant and vehicle maintenance programs are completed to the required standards.

Within Section

To operate as a support service to the works team to ensure productivity and quality results are achieved in plant and vehicle maintenance.

Within Organisation

To liaise with supervisors and staff to ensure that the Council provides quality service to the community.

SECTION 3 - KEY DUTIES

Plant Maintenance

Undertake mechanical repairs, servicing, and maintenance of Council's plant and vehicle fleet and associated activities as required.

Design, implement and monitor plant maintenance program.

Maintain and update records and operating manuals for all plant items.

Ensure adequate spare parts and replacement items are in stock.

Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out.

Operate and maintain the Shire's mechanical workshop, tools, and associated maintenance equipment in a safe, reliable and useable condition.

Ensure that all staff responsible for items of plant, vehicles and equipment are aware of the daily maintenance program to be carried out on that item.

Provide knowledge, experience and know-how to the works leadership team during the assessment, determination and selection of suitable plant and equipment either as replacements or as new items into the fleet.

Ensure that ALL National Standards are met in determining suitable plant and equipment for the teams use and that all items are tested in terms of Occupational Health & Safety standards compliance.

Other

Follow all procedures as specified in Council's Policy and Procedure Policy.

Follow all Occupational Health and safety guidelines, policies and procedures.

To observe all safe working practices and use personal protective equipment as provided.

Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

SECTION 4 - PERFORMANCE INDICATORS

This position is subject to ongoing performance appraisal and supervision via daily crew work and JSA meetings with your direct supervisor. As a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment.

You will be assessed on your performance in:

1. Successfully carrying out the duties as described above.
2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3. Your continued capacity to maintain strong interpersonal boundaries so that your personal health is not affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
4. Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Halls Creek Code of Conduct and organisation policies that apply to the position and appointment.
5. Client feedback and/or formal complaint process outcomes completed during the period of review.
6. The level of assistance provided to a range of Shire clients and community members.
7. Your capacity to work as a valued team member of the Shire Works Department and Administration.

SECTION 5 - SELECTION CRITERIA

Essential	<p>Skills</p> <ul style="list-style-type: none">▪ Highly developed skills in the diagnoses and repair of motor mechanical problems.▪ Developed skills in the design and implementation of plant and vehicle fleet maintenance programs.▪ Developed time management and organisational skills.▪ Developed verbal and written communication skills.▪ Developed interpersonal and customer service skills.▪ Basic problem solving, conflict resolution and decision-making skills.▪ Basic plant operation skills. <p>Knowledge</p> <ul style="list-style-type: none">▪ Developed knowledge of heavy-duty diesel engine operation and repair.▪ Developed knowledge of auto-electrical, auto-transmission, hydraulics, petrol and diesel motors, metalwork/welding, electronics and small engines.▪ Basic knowledge of Council's organisation structure and function.▪ Working knowledge of occupational safety and health practices in a road construction/ workshop maintenance environment.▪ Developing knowledge of the operation and practices of a Local Government Works Department including road construction and maintenance techniques.▪ Knowledge of plant operation and maintenance requirements.▪ Understanding of budget compilation, adherence and understanding of tender processes.▪ Understanding of maintenance, plant and stock reporting and records, the preparation of monthly reports, annual budgets, preventative maintenance programs for own use and others to utilise and incorporate into their work processes. <p>Experience</p> <ul style="list-style-type: none">▪ Minimum three (3) years post trade experience in vehicle and plant operation, repair and maintenance.▪ Demonstrated experience in the repair and maintenance of heavy-duty diesel equipment including graders, loaders, backhoes, trucks, rollers etc. <p>Qualifications and/or Training</p> <ul style="list-style-type: none">▪ Completion of a motor mechanical trade apprenticeship.▪ Hold a mechanical trade certificate from a registered training provider.▪ Hold a current "HR" (Heavy Rigid) driver's license.▪ Qualifications and/or relevant experience in the asset/infrastructure management.▪ Current First Aid qualifications.
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Desirable	<ul style="list-style-type: none"> ▪ Broad knowledge of the requirements and workings of a Works Department in Local Government or a similar business role ▪ Developed time management and organisational skills. ▪ IT skills including reporting and related packages. ▪ Hands on experience in Local Government.
On-going Eligibility	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p>Drivers Licence Minimum - Class C driver's licence – copy to be provided upon interview or at commencement.</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek Works Depot, HALLS CREEK, WA 6770.
Organisational Relationships	Responsible to: Works Supervisor Responsible for: Nil Internal and External Liaison: Internal All Council Staff External General Public, Contractors and Suppliers on occasions.
Extent of Authority	Under direct supervision of the Works Supervisor or Leading Hand.
Delegation Authority	Nil
Employment Terms	The Municipal Employees (WA) Interim Award 2011 applies to this position. A Probationary period of 3 months will apply to this position in accordance with Shire policy.

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

Noel Mason
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed