

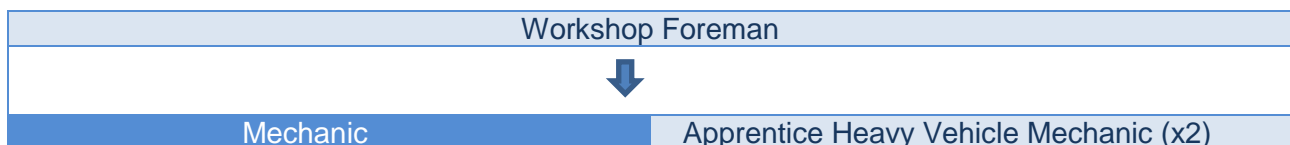
Position Description

Position Title	Mechanic
Position Code	CORP042
Department	Corporate Services
Division	Fleet
Reports To	Workshop Foreman
Direct Reports:	Nil
Position Classification	Administration / Technical / Trades Band 2, Level 2
Position Status	Full Time
Allowances	Nil

SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to undertake the duties of this position. On these occasions, overtime will be paid in accordance with the Local Government (State) Award.

REPORTING STRUCTURE



PRIMARY PURPOSE OF THE POSITION

To undertake the effective and efficient maintenance and repair of Forbes Shire Council and Rural Fire Service (RFS) fleet and vehicles and mechanical plant and other contracted services to provide a safe and efficient and sustainable fleet for the Shire.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Maintain and repair Council's fleet vehicle's and mechanical plant efficiently and effectively using safe and technically sound methods</i>	70%
<i>Maintain the qualifications, certifications and licences required to perform work on the full range of Council's plant and vehicles as we support the onsite training of the workshop staff as well as provide mentoring, guidance and support</i>	10%
<i>Participate in the administration functions consistent with the management of Council's Fleet Management System</i>	20%

POSITION RESPONSIBILITIES

- Undertake the servicing, maintenance, repair of all plant and equipment at the Forbes Shire Council Depot as well as the installation of equipment in relation to the management of Council fleet vehicles which include:
 - Light vehicles;
 - Heavy vehicles;
 - Earthmoving equipment;
 - Light plant;
 - Heavy plant.

- Undertake the maintenance of the above plant and equipment at Council owned properties including:
 - Forbes Golf Club;
 - Rural Fire Service – Trucks, cars and pumps;
 - Central West Livestock Exchange – Plant, generators/compressors;
 - Water Filtration Plant;
 - Sewer Treatment Plant;
 - Apex Caravan Park;
 - Jemalong Regional Education Centre (JREC).

- Undertake the servicing, maintenance and repair of contractors plant where a client service relationship has been identified by the Manager Fleet

- Undertake the diagnosis of faults in hydraulics and electrical systems and ensuring competence in undertaking or arranging the repairs in accordance with your skills, training and qualifications;

- Undertake field service and workshop based repairs on mobile and fixed plant equipment, attending breakdowns ensuring minimal downtime, diagnosing mechanical, electrical and hydraulic, faults and performing basic welding (non-structural) repairs as required;

- Assist required personnel with the sourcing of parts for fleet in accordance with Council's Procurement Policy and processes;

- Undertake all fleet diagnostic work;

- Provide professional, technical advice on the purchase and replacement of all fleet where required;

- Ensure compliance and completion of all safety and administration tasks including but not limited to:
 - Conduct safety audits;
 - Undertake risk assessments;
 - Follow SWMS and participate in the development and/or upgrade of SWMS;
 - Complete pre-starts on all plant and equipment;
 - Undertake and follow safe operating procedures on all equipment.
 - Transport for NSW (TfNSW) TGR-G22 requirements

- Ensure that all work is allocated to a job number including tasks and costing in accordance with Council's Job Card Software;
- Responsible for providing accurate information ensuring accurate and timely reports in relation to Fleet Management. These include:
 - Services;
 - Stock. Levels
- Assist with the maintenance and housekeeping of the workshop;
- Ensure all stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Undertake training and obtain licences required should new types of vehicles or plant be acquired by Council;
- Participate in the induction to all new vehicle, plant and equipment to ensure a safe hand over of product and information required to ensure repairs and servicing are carried to manufacturers specifications
- Cooperate with the Workshop Foreman and the Manager Fleet to ensure activities related to safety, quality and environmental protection requirements are carried out on a day to day basis.





Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Fleet	Guidance and support as required
Workshop Foreman	Supervisor – Direction, Guidance and support as required
Apprentice Heavy Vehicle Mechanic	Direct Report – Provide mentoring, guidance and support
Human Resources / WHS Teams	HR - Enquiries, investigations, payroll, training. WHS – Advice, incidents and investigations.
Works Team	Colleagues – Assistance and support
Depot Staff	Colleagues – Assistance and support
Council Employees	Colleagues
External	
Plant and equipment companies	Training, support and sourcing of parts
Contractors / Volunteers i.e. RFS	Provision of services and support

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

Essential

- Hold a Trade Certificate III in Engineering – Mechanical Trade or a Certificate III Heavy Commercial Vehicle Mechanical Technology (or equivalent);
- Demonstrated ability to relate well and communicate effectively with a diverse stakeholder group (Relating and Networking);
- Demonstrated ability to work in a team environment to achieve goals (Relating and Networking);
- Demonstrated ability to establish good relationships with colleagues and stakeholders (Relating and Networking)
- Strong track record and proficiency in all elements of project management, risk management and WHS (Planning and Organising);
- Identifies and organises resources required for the successful completion of scheduled work and tasks (Planning and Organising);
- Demonstrated high level time management (Planning and Organising);
- Ability and willingness to complete ongoing training and certification in line with changing legislation and licencing requirements (Application of Expertise and Technology)
- Shares expertise and knowledge with others creating a supportive work environment for learning and professional development (Application of Expertise and Technology).
- Licences
 - SafeWork General Construction Induction Card (White Card);
 - HR Drivers Licence.

Desirable

- Demonstrated 3-5 years' experience in mechanical repair of heavy plant, trucks and equipment;
- Refrigeration ticket;
- Auto-electrical trade;
- Gantry Crane ticket;
- Dogman ticket;
- Hiab Crane ticket;
- Elevate work platform ticket;
- Confined spaces ticket;
- Welding Certification and Experience (including Oxy-Welding);
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Civil Construction industry and Local Government environment;
- Forklift Certification;
- HC Licence.
- Examiner inspection station for Heavy Vehicles

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

Workshop equipment including:

- Diagnostic Scan Tool;
- Operational Manuals – All Fleet;
- Service Vehicle – Fit for purpose;
- Man-down pendant for work in isolation;
- Laptop
- Special Service Tools required to maintain all Fleet

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No