

Position Description

Position Details

Position Title	Senior Mechanic
Job Location	The Shire of Esperance Depot
Position Level	8
Department/Division	Asset Management / Asset Operations
Reports to (Title)	Supervisor Mechanical Workshop

Employment Type

☒ Full Time ☐ Part Time (*please specify hours*)

☐ Casual

Hours Per Fortnight

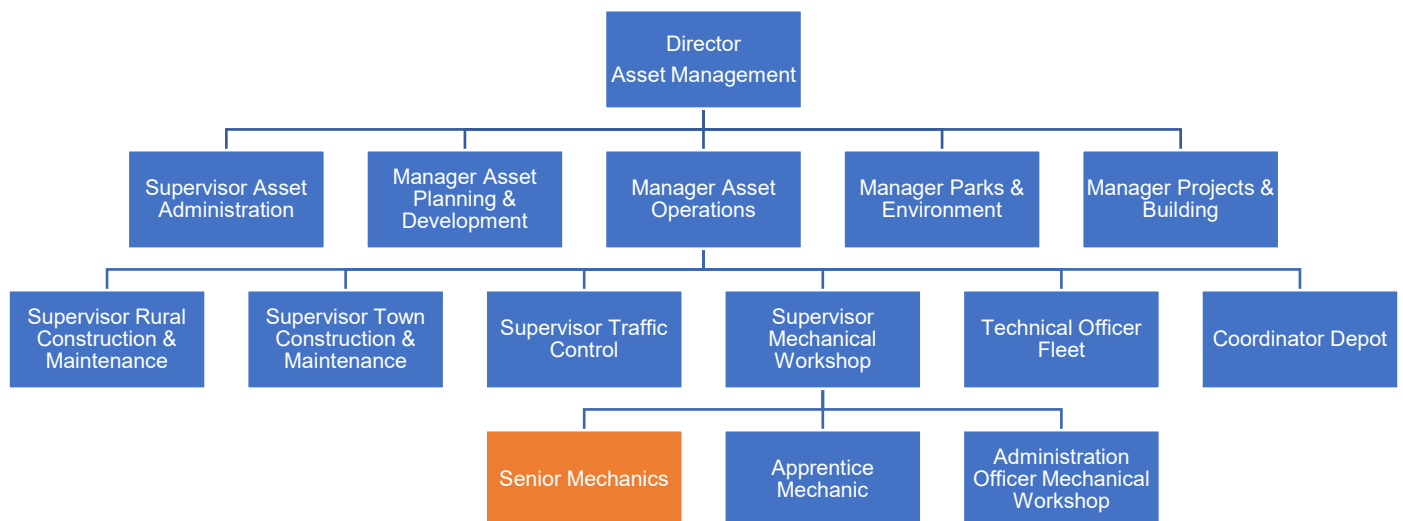
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Position Summary

Complete repairs and maintenance to all mechanical plant and equipment operated by Shire of Esperance in conjunction with adopted works program requirements. Fabrication and modifications to improve usability and flexibility of existing plant.

Ensure that all plant is maintained in a high standard and minimise 'down time' through scheduled servicing.

Organisational Structure Asset Management



Specific Accountabilities of the Position

- Troubleshoot and repair mechanical, electrical and operational faults with plant and vehicles
- Perform work unsupervised either individually or in a team environment.
- Liaise with Works Supervisors regarding scheduling of works suitable and keep them informed of the progress of the works.
- Maintain appropriate documentation
- Carry out fabrication work.
- Carry out field servicing
- Carry out programmed preventative maintenance schedules for all items of mechanical plant.
- Maintain and input computer data as required.
- Use Computerised Maintenance Management Systems (CMMS) to schedule, plan and record history of all jobs undertaken.
- Conduct fault finding using vehicle/plant computer diagnostic tool
- Contribute improvement and increase efficiency of the team.
- Supervise contractors relating to the workshop
- Maintain the Maintenance stores physically and using CMMS
- Determination and Procurement of parts
- Carry out maintenance of fixed plant, se.g. conveyors, pumps, balers etc
- Liaise with OEM regarding troubleshooting and part procurement.
- Participate in the training of trainees or work placement students as required.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Qualified tradesperson – Plant Mechanic with extensive experience.
2. Strong mechanical background including computer diagnostic tool usage.
3. Ability to work with limited supervision and to troubleshoot and repair mechanical, electrical and operational issues.
4. Strong written and verbal communication skills.
5. Demonstrated time management and organisational skills as trade requires.
6. Computer literacy including knowledge of Computerised Maintenance Management System.
7. Experience with supervising contractors.

Desirable

1. First aid qualifications.
2. Ability to work within a team environment.
3. Fixed plant maintenance experience. e.g. conveyors, pumps, balers etc.
4. HR class drivers licence or willingness to obtain.

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.