

Position Description



Position Title	Motor Mechanic
Classification	Band 4
Position Number	5410705
Incumbent	
Directorate	Asset & City Services
Department	Operations
Service Unit	Fleet Workshop
Date	March 2026
Prepared by	Fleet Coordinator

Banyule Council	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high-quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the wellbeing of an inclusive community
Team Overview	The Operations Department is responsible for providing a range of services to Council including the collection of waste and recyclable materials from within the municipality and the Banyule Waste Recovery Centre, mechanical sweeping of roads & footpaths, inspection and maintenance of pits & drains, clearance of litter bins from shopping centres and litter bins, cleaning of council's toilet blocks and barbeques and the management of Council's plant and fleet.
Position Objectives	To assist in the maintenance, servicing and repairs of motor vehicles, mobile plant and mechanical equipment used by Banyule City Council.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas	- To service vehicles, plant and equipment according to maintenance schedules. - To implement repairs to vehicles, plant and equipment in the fleet workshop and out on site, including: - diagnosis of hydraulic, electrical and mechanical faults and determining the cause and the most satisfactory means of repair - removal, disassembling, measurement, assembly and refitting of mechanical components or assemblies. - repair and/or manufacture parts and components as necessary - implementation of improvements and modifications to make equipment more serviceable and less liable to breakdown - design and fabrication of items of equipment not otherwise available. - training apprentices in both the theory and practice of all aspects of mechanical repairs and operation. - providing advice as to whether a vehicle is safe to be used. - advising plant operators of correct operational procedures, which will optimise equipment life or reliability. - maintaining an accurate daily work record.
Organisational Relationships	Position Reports to: Head of Fleet Workshop Internal Liaisons: Occasional supervision of others External Liaisons: Trades Personnel, Equipment Suppliers, External Trades as required
Accountability and Extent of Authority	- To ensure that work allocated or supervised is completed as requested, within the time required and to a satisfactory standard of safety, serviceability, and legal requirements. - When supervising, the incumbent is required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures. - The incumbent may provide direction, leadership and on-the-job training to supervised employees or groups of employees - Perform a range of tasks with skills acquired through training or on-the-job

	• Provide job related information to supervisor or senior staff • Be responsible for quality of own work
Judgment and Decision Making	• Perform routine activities and resolve problems relating to the maintenance, servicing and repair of vehicles, plant and equipment. • The nature of work is usually specialised with procedures well understood and clearly documented • The tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes • The incumbent requires the ability to know when and where to seek advice
Specialist Knowledge and Skill	• Extensive post qualification experience in heavy vehicle maintenance of a variety of Plant and Equipment typically used in Local Government including Waste Trucks and Sweepers. • Sound knowledge and experience in complex hydraulic and electrical fault diagnosis.
Management Skills	• Capable of planning and organising own work within specific parameters • Ability to supervise employees or contractors or groups of employees or contractors "on the job"
Interpersonal Skills	• Requires basic written and oral skills • Requires the ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities • Ability to resolve minor problems • Ability to record accurate time sheets and maintenance records • May be expected to write reports in their field of expertise • Deals with clients in a prompt, courteous and professional manner • Speaks respectfully to or about others • Communicates effectively and works well in a team • Displays enthusiasm, efficiency and drive • Carries out assigned tasks in a timely and accurate manner • Performs work in a safe manner • Wears uniform and PPE correctly • Has a good attendance record
Qualifications and Experience	• Qualified Certificate of Proficiency Motor Mechanic – light or heavy stream • Heavy Rigid (HR) Vehicle Driver's Licence would be advantageous
Key Selection Criteria	
• Demonstrated commitment to Council values • Qualified Certificate of Proficiency Motor Mechanic – light or heavy stream (heavy preferred) • Extensive post qualification experience in heavy vehicle fleet maintenance of a variety of plant and equipment typically used in Local Government. Repair experience on Waste Trucks and Sweepers would be advantageous. • Sound knowledge and experience with hydraulics and electrical fault diagnosis would be advantageous. • Heavy Rigid (HR) Vehicle Driver's Licence would be advantageous.	
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.

OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure delivery of the best possible service to the community whilst demonstrating value for money.