

POSITION DESCRIPTION

Position Title:	Maintenance Fitter Leading Hand
Position Number/s:	INF-141
Employment Type:	Full Time, Permanent
Hours of Work:	76 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream C) Award – State 2017
Classification:	C8 + Leading Hand Allowance
Directorate:	Infrastructure Services

POSITION OBJECTIVE

This position is responsible for leading and coordinating the day-to-day activities of the mechanical maintenance team while undertaking advanced mechanical fitting, maintenance, repair, fabrication and installation work on Council's water and wastewater infrastructure and associated assets. The position provides technical leadership, allocates daily work in consultation with the Water and Wastewater Assets Coordinator, monitors work quality and safety, mentors team members and contributes to the continuous improvement of maintenance systems, procedures and mechanical standards.

ORGANISATIONAL RELATIONSHIPS

Reports to:	INF-122 Water and Wastewater Assets Coordinator
Directly Supervises:	INF-126 Maintenance Fitter

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

POSITION DESCRIPTION

KEY RESPONSIBILITIES

1. Coordinate the daily work program for the Maintenance Fitter, ensuring work is completed safely, efficiently and in accordance with operational priorities.
2. Monitor work quality and provide technical direction to ensure maintenance activities comply with Council standards and manufacturer specifications.
3. Escalate resource, plant or operational issues to the Water and Wastewater Assets Coordinator.
4. Provide day-to-day technical supervision and work coordination for the Maintenance Fitter, including allocating daily work activities and adjust priorities in response to operational requirements, breakdowns and emergencies, monitoring progress, ensuring work quality and providing technical guidance while maintaining a productive and safe workplace.
5. Provide expert mechanical advice regarding fault diagnosis, repair methodologies, equipment performance and reliability improvements.
6. Provide sound advice, innovation and problem-solving skills with regards to mechanical maintenance matters and report identified defects.
7. Assist with the planning, scheduling and prioritisation of preventative and reactive maintenance activities, including identifying labour, plant and material requirements.
8. Ensure specialised mechanical tools, workshop equipment, lifting equipment and self-contained breathing apparatus are maintained, tested and available for operational use in the operation of Water and Wastewater.
9. Monitor asset condition and proactively report maintenance issues, equipment failures and emerging risks to assist with asset lifecycle planning and maintenance prioritisation.
10. Actively participate and communicate as part of a team to ensure efficient and effective service delivery to customers.
11. Review and ensure the accuracy of maintenance records, work orders and asset information within Council's maintenance management system.
12. Coordinate and liaise with contractors undertaking mechanical works to ensure Council standards, safety requirements and project outcomes are achieved.
13. Ensure mechanical maintenance activities comply with relevant legislation, Australian Standards, Council policies, safe work procedures, manufacturer's specifications and industry best practice.
14. Participate in after-hours or on-call rosters as required.
15. Comply with Council's Workplace Health and Safety Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
16. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in mechanical maintenance, repair, and installation activities within water and/or wastewater infrastructure, or comparable industrial environment.
- Demonstrated experience leading or coordinating small work teams, including allocating work, providing technical guidance and mentoring staff. Proven ability to diagnose, maintain and repair pumps, motors, valves, pipelines, rotating equipment and associated mechanical assets.

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- Demonstrated ability to plan, prioritise and coordinate maintenance activities to support asset reliability and continuity of essential services.
- Sound knowledge of mechanical systems, maintenance practices, and Workplace Health and Safety requirements applicable to water and wastewater operations.
- Sound problem-solving, communication and interpersonal skills, with the ability to liaise effectively with employees, contractors and stakeholders.
- Sound computer, administrative and record management skills, including the use of maintenance management systems.
- Ability to respond effectively to breakdowns and operational incidents to support continuity of essential water and sewerage services.
- Sound understanding of Workplace Health and Safety requirements as they apply to water and wastewater facilities.

Desirable:

- Experience working in a local government, water, wastewater, utilities, or heavy industry environment.
- Experience with pumps, pipelines, valves, and rotating equipment used in water and wastewater systems.
- Basic welding and fabrication experience.
- Competency in using maintenance management systems or completing maintenance documentation.

| Education/Qualifications |

Essential:

- Trade Qualification as a Fitter/Turner or other relevant trade industry qualification.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'LR' Class Driver Licence or ability to obtain.
- Possession and maintenance of a current High Risk Work Licence for Forklift, EWP and Dogging, Rigging or ability to obtain.
- First aid and CPR qualification or ability to obtain.
- Confined Space Entry and Working at Heights or ability to obtain.
- General Construction Induction White Card.

Desirable:

- Possession and maintenance of a current Queensland 'MR/HR' Class Driver Licence or ability to obtain.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires working in an outdoor environment.
- This position requires the incumbent to undertake field work exposed to inclement weather.
- The physical requirements of the position include standing for long periods, manual handling, physical labour, heavy lifting.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work outside of Charters Towers in a camp environment.

POSITION SPECIFIC REQUIREMENTS

This position includes specific recommended requirements related to vaccinations, health monitoring, and workplace safety to ensure compliance with Council's operational and Work Health and Safety obligations.

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

- Hepatitis A and B.
- Tetanus.

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Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____