

POSITION DESCRIPTION

Position Title:	Heavy Vehicle Mechanic	Reports to:	Workshop Supervisor
Department:	Works and Parks	Directorate:	Infrastructure, Assets and Projects
Stream:	Stream C	Pay Level:	Level C10 – C8 (Division 2 – Section 2) 12% superannuation & 17.5% leave loading
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Parks & Operations Department delivers a range of services internally and externally which contribute to the overall service outcomes of Council. As part of the Infrastructure, Assets and Projects Directorate, the Department delivers an extremely diverse range of operational field roles including maintenance of Council parks, gardens, buildings and playgrounds. Other services include management of building service contracts, fleet mechanical repairs and supporting grieving families through our cemetery services. The Department also delivers capital works projects for Council buildings, parks and cemeteries, and as part of its field work manages the procurement and disposal of road vehicles and heavy plant operated by Council.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Contribute to the effective and efficient operations of the Workshop by carrying out repairs and maintenance to Council plant, equipment and infrastructure.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Proactively carry out preventative maintenance and repairs on Council plant, equipment and infrastructure.
- Assist with ordering and collection of parts.
- Maintain water and sewerage treatment and pump station facilities.
- Use own judgement in solving problems on the job.
- Fabrication and Maintenance Welding.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Practical experience demonstrating competency in the trade with exposure to maintenance and repairs on a range of plant, fleet, small and fixed plant.
2. Sound literacy, numeracy and problem-solving skills, including the ability to complete documentation in the workplace.
3. Proven ability to work with limited or no supervision.
4. Ability to plan work and complete within set timeframes.
5. Basic computer literacy and the ability to utilise current workplace technology.
6. Demonstrated ability to work effectively in a team environment.
7. Proven ability in the use of electronic diagnostic equipment to investigate the repair needs of plant and heavy vehicles.
8. Knowledge of work health and safety considerations relevant to the role and how to limit risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role
- A white construction card or the ability to obtain one is a mandatory requirement for this role
- Recognised trade qualification as a diesel, heavy vehicle or mobile plant motor mechanic
- Enter and Work in Confined Spaces competency or the ability to complete within 12 months of commencement
- Forklift Licence (Licence to Perform High Risk Work LF) or the ability to obtain within reasonable period.
- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*, or have the ability to obtain.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Current open “HR”(Heavy Rigid) or “MR” (Medium Rigid) class licence
- Completion of Certificate II in Automotive Air-Conditioning and possession of the National Air Conditioning Licence
- Competency in MIG, TIG and stick welding

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council’s Immunisation Procedure.

PROBATION PERIOD

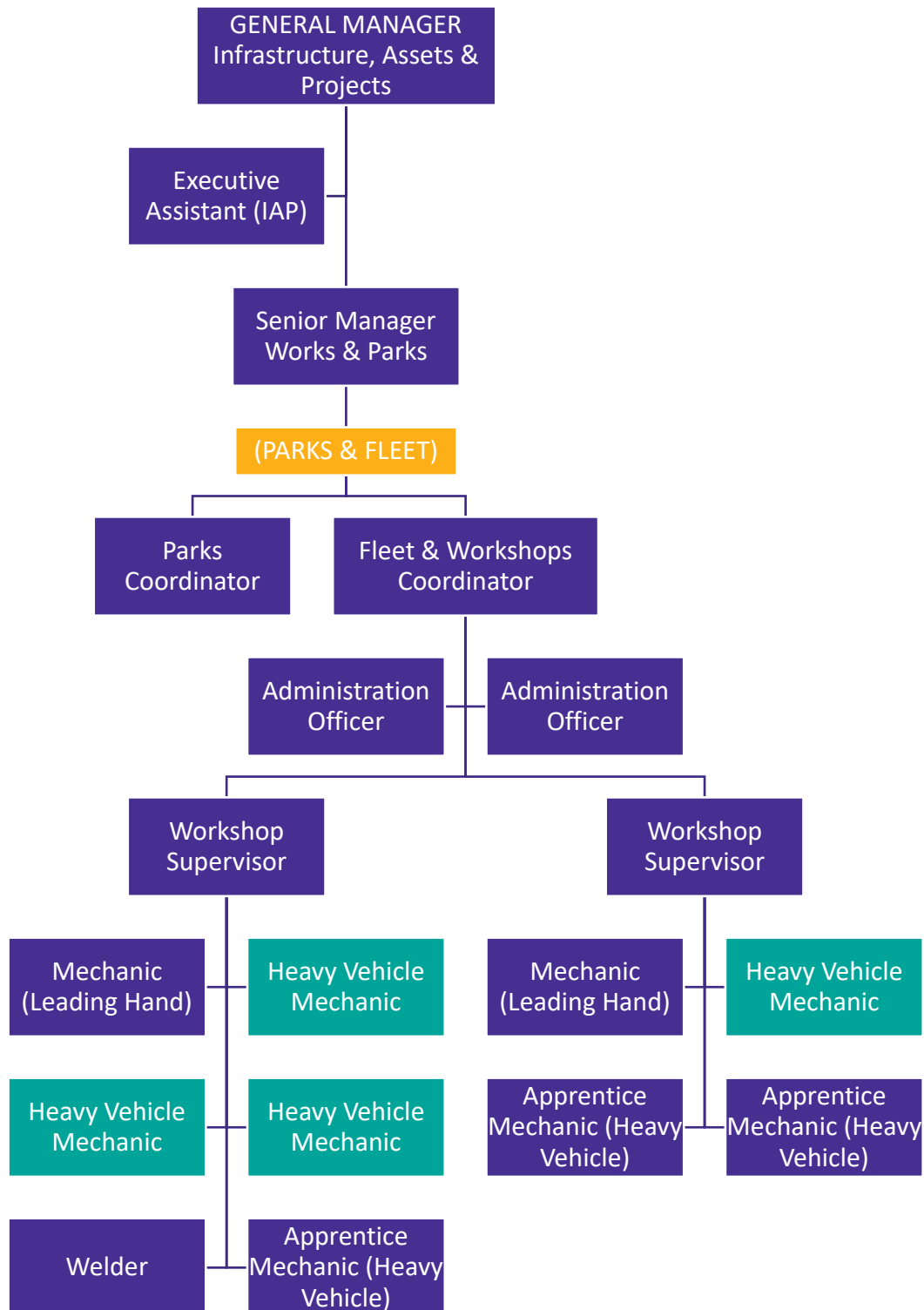
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.