Position Description
Heavy Vehicle Mechanic

Updated: April 2026

Position Details	
Position No:	500 125
Department	Operations
Employment Status:	Permanent Full Time
Reporting to:	Fleet and Depot Manager
Direct Reports:	0
Indirect Reports:	0
Financial Delegation:	Up to $10,000
Band/Level	Administrative/Technical/Trades Band 2, Level 2
Grade:	Grade 11
Allowances	Adverse Working Conditions Allowance

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

Carry out repairs, modifications and servicing of both fixed and mobile plant and fleet vehicles including Councils heavy registered plant and equipment. Provide auto electrical, mechanical services in support of the Council's operations both in the field and in the workshop. Carry out all work in accordance with manufacturer's standards and Council's guidelines.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

Position Accountabilities

1. Management of plant repairs to ensure that repairs and service maintenance is conducted in a safe, efficient manner in accordance with manufacturer's instruction and specifications, also ensuring that the fleet is running with minimal down time.
2. Carry out field servicing of plant.
3. Carry out legislative requirements, including record keeping, pertinent to the operation of an AIS and Heavy Vehicle Inspection Centre.
4. Raise work orders and purchase orders.
5. Complete electronic test inspection points.
6. To provide support to team in planning, defining appropriate measures, use tools, problem solving and reviewing all aspects of the initiative to help the project goals.
7. Develop and maintain consistent performance systems and processes that build upon existing programs in the organisation whilst working with Corporate Strategy to assess and provide recommendations on the effectiveness of key drivers of performance that cover Councils operational parameters.
8. Undertake other duties as required by Parkes Shire Council, within the scope of the incumbent's capabilities, knowledge, and experience.

Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act.*
- Identify, assess and treat risk relevant to the position.
- Monitor the implementation of the Work Health Safety Management System (WHSMS) in the work area.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Position Requirements

Essential

1. Qualification in the Automotive Heavy Vehicle Trade
2. Heavy Vehicle Inspection Certificate (HVIS).
3. Authorised Inspection Station (AIS) Certification.
4. Proficiency in using diagnostic tools and equipment.
5. Must be a self-motivated individual with a positive, can-do attitude, demonstrating a keen eye for detail, the ability to work autonomously and a commitment to adding value within a collaborative team environment

6. Strong knowledge of heavy vehicle systems, including engines, transmissions, and hydraulic systems.
7. Ability to read and interpret technical manuals and schematics.
8. Excellent problem-solving skills and attention to detail.
9. Current and maintained NSW Drivers Licence - Heavy Combination (HC).

Desirable

1. Willingness to obtain HVIS and AIS certification if not already obtained.
2. Knowledge of the role, functions, and responsibilities of Local Government.

Key Relationships

Who	Why
Internal	
Fleet and Depot Manager	• Receive guidance and report on progress towards corporate objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Council Staff	• Provide expert advice on a range of vehicle service-related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
External	
Contractors, Consultants and Suppliers	• Engage, monitor, and manage as required. • Develop and maintain effective and collaborative working relationships.

Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at https://capability.lgnsw.org.au/

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	**Adept**
	Demonstrate Accountability	Adept
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work 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	Foundational

Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name: ……..

Signature: ……..

Date: ……/ ……/ ……

ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Workers	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, Administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	**Performance Measure**
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	– Work in a safe manner without risk to themselves, others or the environment. – Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work). – Report all incidents, hazards, injuries, illness or property damage, theft or loss. – Participate in agreed WHS consultation arrangements – Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. – Seek assistance/clarification if unsure of WHS rules or procedures. – Report any faulty tools or plant. – Correctly use and maintain all personal protective equipment provided as required. – Complying with emergency and evacuation procedures. – Participate in any required WHS training or induction. – Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. – Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	– To complying with WHS requirements contained within relevant tender/contract documents. – Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees. – Report and share safety concerns/information regarding a worksite where Council workers are present.

ANNEXURE B - Organisational Chart

