Information Pack

Mechanic

Your application must be lodged online – City of Rockingham Jobs

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

"Refer to Resume" is not regarded as a response; your application will be regarded as incomplete and it will not proceed.

Applications will be accepted until **4pm on Thursday 3 December 2026**

In the interests of fairness and equity, late applications will not be accepted.

Applications will be assessed as they are received and candidates may be invited to interview prior to the close date. If you are interested in the position, we highly recommend you apply as soon as possible.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	City of Rockingham Depot, Crocker Street, Rockingham
Agreement	City of Rockingham Outside Workforce Industrial Agreement 2023, or its successor
Gross Wage	$2,014 per week incorporating all allowances and penalty rates
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 9-day fortnight (ie 76 hours worked over (9) days with the 10th day rostered off). Hours of work are from 6.30am to 3.30pm. On-Call roster applies.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. • A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City. • The assessment will focus on the Functional and PPE Requirements identified in the position description so it is important you read and understand these. If you are unable to fulfil any of the requirements you need to be aware this could eliminate you from consideration for the position. During employment, regular assessments against the functional and PPE requirements of the role (as outlined in the position description) are mandatory for this role

Personal Protective Equipment (PPE)	PPE requirements are specified in the position description. In applying you are confirming • you are able to wear all PPE identified in the position description when performing tasks associated with this role • you are able to comply with the City's requirements in terms of long/long PPE (long pants, and long sleeved shirts)

Position Description

Title: Mechanic

Tenure: Permanent, Full-time

Division: Asset Services

Level: Fleet Services Wage Schedule, Outside Workforce Industrial Agreement

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objective

- To carry out servicing, maintenance, and repairs to the City's fleet of vehicles, plant, and equipment to ensure safe, reliable, and compliant operations
- To work collaboratively to minimise downtime and support frontline service delivery across the organisation

Organisational Relationships

Reporting to: Workshop Supervisor

Responsible for: Nil

Membership of: Operations and Fleet Services team

Liaison with: Managers, City of Rockingham teams and Operations and Fleet Services' stakeholders and customers and clients

Organisational Chart

Coordinator Fleet and Depot
Workshop Supervisor
Mechanic

Key Responsibilities

Mechanical Duties

Fleet Maintenance and Repair

- Undertake scheduled servicing and preventative maintenance of light and heavy vehicles, plant, and small equipment in accordance with manufacturer specifications
- Diagnose mechanical faults and carry out repairs in a timely and cost-effective manner
- Ensure all work complies with relevant Australian Standards, roadworthy requirements, and manufacturer guidelines
- Maintain high service standards and efficient use of resources

Workshop Operations

- Accurately complete service records, work orders, and defect reports
- Assist in the monitoring of parts usage and advise on stock requirements
- Operate workshop plant and equipment safely, reporting defects and ensuring correct usage
- Assist with procurement of all mechanical equipment and spare parts as required

Safety and Compliance

- Work in accordance with Work Health and Safety (WHS) policies and procedures
- Ensure all repairs and maintenance work is conducted in line with Chain of Responsibility (CoR) and heavy vehicle compliance requirements
- Maintain a clean, safe, and organised workshop environment
- Instruct new operators of correct maintenance procedures on plant and equipment and report all incidents of equipment abuse or misuse

Teamwork

- Work cooperatively with Fleet staff, other City work teams and contractors to minimise downtime
- Provide advice and feedback on vehicle/plant condition and recommended replacement or disposal
- Support apprentices or trainees where required, sharing technical knowledge and safe working practices

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

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Functional Requirements of the Job

Legend	% of Shift	8-8.5 hour Shift	10 h Shift	12 h Shift
R = Rare	0-5 %	1 - 24min	1 – 30 min	1 – 36 min
O = Occasional	6-33%	25min – 2hr 38min	31 min – 3 hr 18 min	37 min – 3 hr 58 min
F = Frequent	34-66%	2hr 39min – 5hr 15min	3 hr 19 min – 6 hr 36 min	3 hr 59 min – 8 hr
C = Constant	67-100%	5hr 16min – 8.5 hr	6 hr 36 min – 10 hr	8 hr 1 min – 12 hr
Rep = Repetitive	Same action over a period of time			
Sus = Sustained	Actions or postures which are held for prolonged period of time (>60 seconds)			

FUNCTIONAL DEMANDS		TASK FREQUENCY						COMMENTS
		R	O	F	C	Rep	Sus	
1.0 Postural Tolerances								
1.1	Standing			X			X	Required to stand on level concrete or bitumen flooring during all tasks.
1.2	Walking			X		X		Required to walk short distances on level concrete flooring during all tasks. Required to walk up to 50 metres when disposing of oil.
1.3	Sitting		X				X	Required during admin duties, driving to call outs, road testing, and seated servicing repairs. Up to 30 minutes sustained sitting.
1.4	Lying		X				X	Required to lay on vehicle crawlers to complete servicing and repair duties under machinery or inspection of all under carriage
1.5	Forward bent posture		X			X	X	Working at benches, on trailers, fabricating duties, servicing, and repairs inside waste trucks and lifting arm. May be sustained (up to 15 minutes) and repetitive in nature
1.6	Forward reach				X	X	X	Forward reaching is required during all tasks and may be sustained and repetitive in nature.

FUNCTIONAL DEMANDS		TASK FREQUENCY						COMMENTS
		R	O	F	C	Rep	Sus	
1.7	Overhead reach		X			X	X	Required when repairing or replacing electrical components such as beacons and indicators on the roof or upper parts of machinery. May be sustained and
1.8	Squatting/kneeling		X				X	Required during manual handling tasks and servicing and maintenance duties such as replacing brake components and
1.9	Static neck postures		X				X	Sustained neck flexion, extension, rotation Sustained for a maximum of 5 minutes during inspections or admin duties
1.10	Dynamic neck movement				X	X		Repetitive neck flexion, extension, and rotation is required during all tasks
1.11	Crawling	X						On rare occasions, required to crawl inside the rear of empty garbage or sweeper trucks for welding repairs.
1.12	Stair climbing		X					Required to climb in and out of machinery, heavy vehicles, and forklifts. Maximum step height is 43 cm.
1.13	Ladder climbing		X					Required to climb platform ladder to access beacon or roofs of vehicles during wiring duties. Maximum step height is 30 cm.
1.14	Other climbing		X					Required to climb onto machinery for repairs and onto trailers. Maximum step height is 45 cm.
1.15	Trunk rotation / lateral flexion			X		X		Intermittent/repetitive trunk rotation is required during all tasks.
1.16	Hand function (grip and dexterity)				X	X	X	Repetitive bilateral and unilateral hand function is required during all tasks. Sustained grip of tools if frequently required.
1.17	Foot movement			X		X	X	Foot movement is required to operate forklifts, machinery, and heavy vehicles.
2.0 Weight Tolerances								
2.1	Floor to Waist Lifting		Up to 40kg (two person lift)	Up to 20kg				Two person lift of: Batteries (30kg), brake drums (40kg), grab arm blocks (40kgs), exhaust systems (40kg), suspension components (30kg) Single person lift of: Oil and fluid drums (20kg), hand tools (5kg), power tools (8kg), machinery parts (15kg) Anything over 40kgs is lifted with mechanical aids.
2.2	Waist to Shoulder Lifting	Up to 12kg						Machinery parts (12kg), hand tools (5kg), power tools (8kg).
2.3	Overhead Lifting	Up to 5kg						Machinery parts (5kg), hand tools (5kg), power tools (5kg).

FUNCTIONAL DEMANDS		TASK FREQUENCY						COMMENTS
		R	O	F	C	Rep	Sus	
2.4	Carrying		Up to 40kg And 10m (two person carry)	Up to 20kg And 10m				Two person carry of: Batteries (30kg), brake drums (40kg), grab arm blocks (40kgs), exhaust systems (40kg), suspension components (30kg) Single person carry of: Oil and fluid drums (20kg), hand tools (5kg), power tools (8kg), machinery parts (15kg) Anything over 40kgs is lifted with mechanical aids.
2.5	Pushing	Up to 215kg	Up to 170kg					Lift trolleys, oil drum trolleys (215kg), jacks (170kg), tyres/wheels (60kg).
2.6	Pulling	Up to 215kg	Up to 170kg					Lift trolleys, oil drum trolleys (215kg), jacks (170kg), tyres/wheels (60kg).
3.0 Environment								
3.1	Inhalable Dust	X						Workshop: Low level of dust exposure when blowing out and cleaning air filters, cleaning heavy vehicles or within engine bays. On Call: Medium level of dust exposure when changing tyres, diagnosing issues and completing repairs.
3.2	High Noise Levels			X				High levels of noise within the workshop when operating power, pneumatic or air tools, and running or diagnosing machinery which requires hearing protection (earplugs and earmuffs).
3.3	Vibration exposure – hand/arm			X				Hand/arm vibration while using tools such as the rattle guns, impact drivers, pneumatic tools, hammers, and drills.
3.4	Vibration exposure – whole body	X						Workshop/yard: Whole body vibration while operating forklifts and testing of machinery within yard (backhoes

PPE (Personal Protective Equipment) Requirements
Mandatory – Hi vis long sleeve shirt, long pants, steel capped boots, safety glasses, gloves When required – ear plugs, ear muffs, safety mask, safety helmet For welding tasks – welding helmet, fire resistant gloves When working at heights – harness, overhead crane

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Knowledge of current mechanical, hydraulic, and electrical systems
- Ability to diagnose faults, source solutions, and complete accurate service documentation
- Strong commitment to safety, compliance, and environmental standards
- Ability to work effectively both independently and as part of a team
- Demonstrated interpersonal and communication skills
- Demonstrated experience servicing and repairing light and heavy vehicles, plant, and small equipment
- Demonstrated experience of current mechanical, hydraulic, and electrical systems
- Experience within a local government or large fleet environment

Desirable

- Knowledge of fleet management systems and electronic maintenance records

Qualifications, Certification and Licences

Essential

- Trade qualification – Certificate III in Heavy Commercial Vehicle Mechanical Technology (or equivalent)
- Current 'HR-A' class driver's licence

Desirable

- Possession of a current High Risk Work Licence (Class LF – forklift & class DG – Dogging)
- Current Provide First Aid certificate
- Construction Induction Training Card (White Card)
- Nationally recognised tickets for:
  - Work Safely at Heights
  - Enter and Work in Confined Spaces
  - Gas Test Atmospheres

Scope of Position

- Works under the general direction of the Workshop Supervisor
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Operations and Fleet Services	**Date reviewed**	September 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. **If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au