

POSITION NAME	MECHANIC
SECTION	FLEET AND DEPOT
DIRECTORATE	INFRASTRUCTURE AND OPERATIONS

1. REMUNERATION

Grade 11 of the Griffith City Council Salary System.

2. REPORTING STRUCTURE

a) Directly responsible to:

Workshop Team Leader

b) Positions directly reporting to this position:

Nil

3. PURPOSE

To provide and apply tradesman like mechanical skills for the efficient maintenance and repair of Council plant, vehicles, equipment, pumps and motors both in workshop and infield situations.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Supervisors and Managers
- Other staff employees

External

- Suppliers
- Government departments Eg RMS, Workcover



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government State Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Carryout Plant Risk Assessments as required
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Provide feedback on scheduled servicing policies to improve efficiency and potential cost savings
Environment	• Consider the protection of the environment when undertaking all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision



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6. PRINCIPLE ACCOUNTABILITIES

- Diagnose, repair and maintain Fixed and mobile plant, machinery and equipment to manufacturers specifications in workshop and in-field situations
- Maintain a clean, safe and secure work environment

7. KEY DUTIES

- Diagnose, repair and maintain machinery and equipment, including diesel and petrol engines, light vehicles, heavy vehicles (trucks), road making plant and equipment, Waste disposal plant and equipment, grounds care equipment, pumps, plant and vehicle air conditioning systems.
- In field repair and maintenance of plant and equipment (including water and waste water pumps)
- Make and provide records of work output including times of work, assigning of job cost numbers and plant maintenance records.
- To work overtime and/or call back emergencies outside normal working hours as required.
- Accomplish tasks while working under limited supervision.
- To foster work team skills.
- Promote the development of more efficient work practices.
- Train / mentor apprentices as required.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including drug and alcohol) and hearing test and achieve a satisfactory outcome,
- It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimise workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B, Tetanus and Q-Fever and will be arranged upon commencement.

9. SELECTION CRITERIA

ESSENTIAL

- Qualified Mechanic, with Motor Mechanic licence, light and or heavy vehicles
- Demonstrated experience working on common rail diesel engines
- Experience working on a large range of equipment, including road making and agricultural and grounds care equipment.
- Experience with electronics
- Demonstrated accurate record keeping skills
- Hold a current Australian Class “C” driver licence or equivalent



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DESIRABLE

- Demonstrated experience with Hydraulics and Pneumatics
- Transport for NSW Light and Heavy Vehicle Examiners Authority VIS /HVIS accredited
- Hold an Australian Refrigeration Council, Refrigerant Handling Licence
- Experience in the operation and use of diagnostic tools such as Cando
- Hold a White Card/General Construction Induction Training Card
- Hold a current First Aid Certificate
- Hold a current Australian Class “HR” or “HC” driver licence.
- Assist in carrying out Plant Risk Assessments and following up any risk assessment outstanding items
- Hold a Depower / Repower certificate for Electric Vehicles

DESIRABLE LICENSES AND CERTIFICATIONS REQUIRED FOR THE POSITION

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Forklift Licence				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

OOccasional: exposure to the physical factor less than twice a week on average
FFrequent: exposure to the physical factor 3 - 4 times a week on average
CConstant: exposure to the physical factor more than 5 times a week on average
RRepetitive: exposure to the physical factor multiple times in an hour
N/ANot Applicable
≡Winter
✱Summer



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Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X	
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery				X	
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X	
Standing	Tasks involve standing in an upright position without moving about				X	
Driving	Tasks involve operating any motor-powered vehicle				X	
	Tasks involve driving vehicle on unsealed roads.		X			
Sitting	Tasks involve remaining in a seated position during task performance		X			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.				X	
Walking/Running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces			X		
	Tasks involve walking up and / or down slopes			X		
	Tasks involve walking whilst pushing/pulling objects			X		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant			X		
	Tasks involve climbing over or under machinery			X		
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.			X		
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			X		
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.	X				
	1. Light lifting/carrying (0-9 Kg)				X	
	2. Moderate lifting/carrying (10-15 Kg)			X		



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Demands	Description	Frequency				
		O	F	C	R	NA
	3. Heavy lifting/carrying (16 Kg and above)			X		
Restraining	Tasks involve restraining animals / objects	X				
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.				X	
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.				X	
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				X	
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment				X	
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals				X	
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust				X	
Gases	Tasks involve working with gases				X	
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.				X	
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis				X	
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room				X	
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia				X	



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11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: Feb 2026

Job Evaluation Assessment date: 8 May 2012

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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