Position Description

Heavy Diesel / Plant Mechanic

Position details

Department	Infrastructure and Utilities			
Business Unit	Operations			
Reports To	Fleet Supervisor			
Award Classification	Band	Operational	Level	4
	Status	Full time (Permanent)	Salary	Grade 4
Standard Hours	38 hours per week			
Staff Accountability	Direct	Nil	Indirect	0-3

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

The Plant mechanic is responsible for carrying out efficient and effective repairs and maintenance to vehicles and equipment to meet Council's requirements including provision of customer service and compliance with work health and safety, environmental, risk and quality systems.

Skills and competencies

The incumbent will be required to demonstrate and maintain skills and competencies relevant to the position in line with those set out in the *Local Government (State) Award* for Operational Band 1, Level 4.

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.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Undertake both scheduled and unscheduled preventive maintenance checks on plant, equipment and vehicles.
- Respond immediately to break downs by attending and rectifying faults.
- Undertake regular inspections and diagnostic tests on all plant, equipment and vehicles and schedule/undertake necessary repairs and maintenance.
- Ensure Council's workforce disruption is kept to a minimum by acting within acceptable timeframes to complete repairs and maintenance.
- Ensure plant, equipment and vehicles remain operational and perform to manufacturers specifications.
- Assist with supervising and training the apprentice
- Ensure precise records are compiled and maintained on all repairs and maintenance undertaken.
- Undertake steel fabrication of structures
- Carry out other duties within the limits of the employee's skill, competence and training, as directed from time-to-time

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.

- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Key Relationships

Who	Why
Internal	
Fleet Supervisor	• Directly responsible
Manager Infrastructure	• Indirectly responsible
Council Outside Workforce	• Positive interaction
External	
Customer	• Other agencies

Selection Criteria

Essential:

- Demonstrated competency in undertaking repairs and maintenance of all types of plant, equipment and vehicles including mechanical and electrical disciplines.
- Sound experience with hydraulics and welding.
- Effective verbal and written communication skills
- Demonstrated ability to complete standard forms and maintain records
- Experience in relevant plant operations.
- Current Construction Induction White Card.
- A thorough knowledge and understanding of the principles of Equal Employment Opportunity, Work Health and Safety and risk management and an ability to apply them to the work practices.
- Current qualification in confined spaces or ability to obtain.
- Physical ability to undertake the inherent requirements of the job.

Desirable:

- Qualifications in mechanical management and workshop management

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C & MR Driver Licence.
- General Construction Induction Card (or recognised equivalent).

This position requires the following pre-employment checks:

- National Criminal History Check
- Pre-employment health assessment

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name: .....

Employee Signature: .....

Date: .....

Authorisation

Approved by the General Manager:

Employee Name: .....

Employee Signature: .....

Date: .....