BLACKALL-TAMBO REGIONAL COUNCIL

POSITION DESCRIPTION

Blackall-Tambo Regional Council

POSITION:	Apprentice Diesel Fitter/ Mechanic
AWARD CLASSIFICATION:	% of C10 (Year 1–4) – Local Government Industry Award – State 2017 (Stream C)
REPORTS TO:	Fleet Supervisor
DEPARTMENT:	Finance

OUR VISION	OUR PURPOSE
Vibrant, resilient, and inclusive communities that value their heritage, prioritise safety, embrace innovation and work together for a sustainable future	Making a difference by listening and delivering outcomes for our communities

OUR VALUES

INTEGRITY:	Upholding public trust by being accountable for our actions and delivering on our commitments
SAFETY:	Prioritising the health, wellbeing, and safety of our staff, communities, and environment
COLLABORATION:	Working together and with the community to achieve shared goals
INCLUSIVITY:	Respecting and embracing diversity in all its forms – culture, background, ability, and ideas
EFFICIENCY:	Using resources responsibly and striving for continuous improvement in our processes

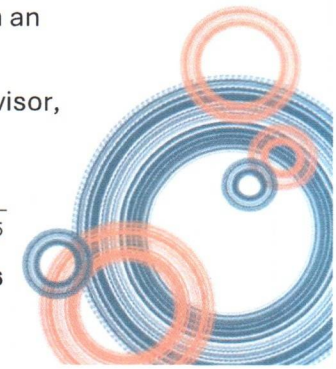
PURPOSE

This position involves assisting with the repair and maintenance of plant and equipment while completing a nationally recognised apprenticeship in diesel fitting/mechanical trades, under the direct supervision of qualified tradespersons.

Main duties are to learn and develop trade skills so that fixed/mobile plant and equipment owned and/or operated by the Blackall-Tambo Regional Council is maintained in a safe, cost effective and operational manner.

RESPONSIBILITIES AND DUTIES

- Complete an apprenticeship in diesel fitting/mechanical trades, including attending all required off-the-job training, block release and assessments, and maintaining satisfactory progress in the training plan and training record book;
- Assist qualified tradespersons with inspection, servicing, repair and overhaul of fixed plant, pumps, road making, earthmoving machinery and other mobile equipment, under direct supervision and appropriate to the apprentice's year level and skill level;
- Prompt reporting to the Fleet Supervisor of any difficulties encountered or defects identified requiring remedial action;
- Being physically capable of undertaking maintenance tasks, including heavy work;
- Assist with the implementation of preventative maintenance practices and procedures on all plant items;
- Assist in maintaining accurate and appropriate plant maintenance records;
- Participate in continuous improvement processes, consistent with the principles of quality and customer service;
- Develop an understanding of managing time, cost, and quality of maintenance on individual plant items;
- Conduct servicing and maintenance of a routine nature as directed and supervised by the Fleet Supervisor or a qualified tradesperson;
- Immediately report any plant considered unsafe to the Fleet Supervisor and not operate or work on plant that has been tagged out or stood down;
- Undertake general labouring and cleaning duties as required and directed;
- Assist in ensuring that Council's tools and equipment are stored and locked in a designated area, and follow the sign out and return system;
- Assist in ensuring that machinery and plant are kept in good working order, and are used in accordance with the operator's manual, Council guidelines, and relevant legislation;
- Perform assigned tasks as an individual or as part of a team in an efficient and professional manner having respect for: colleagues and other Council staff; ratepayers and members of the general public; Council plant, tools, equipment and machinery; externally hired plant, tools, equipment and machinery; and external contractor's materials;
- Complete daily timesheets and other relevant documents as required by established or new Council procedures, recording work completed and maintenance undertaken, including consumables and parts used, in an accurate and comprehensive manner;
- Other associated duties as required and directed by the Fleet Supervisor, consistent with the apprentice's training and competency.



SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Currently enrolled in, or willing to enter, a Certificate III trade apprenticeship in diesel fitting/mechanical engineering (Year 1–4 of a registered Training Contract).
- Construction Induction (White Card) or willingness to obtain prior to commencement.
- Current Queensland Driver Licence (Forklift Licence and HR Licence desirable).
- Genuine interest in mechanical trades and a willingness to learn.
- Ability to work within a team-based environment and to follow detailed instructions under supervision.
- Commitment to Safe Work Practices.
- Willingness to obtain the licences and accreditations required for plant operations and specialised tasks as the apprenticeship progresses.

WORKPLACE PROTOCOL

If illness occurs, staff should phone their immediate supervisor preferably half an hour prior to the day's start.

All works areas are to be kept in a clean and tidy manner.

In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.

All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.

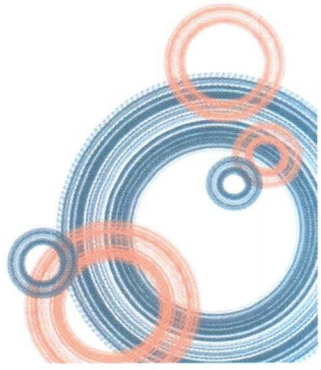
Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed, trained or competent, or without appropriate supervision.

The Fleet Supervisor shall be informed within two working days upon loss, suspension, or expiry of any work-related licence.

AUTHORITY

The employee has authority to adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council and to operate within the scope of legislative requirements and their level of training, competency, and supervision.

All contact with members of the public, government agencies, other internal and external clients, and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.



WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures, and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time, and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer.
- Comply with the **health and safety duties and Duty of Care** requirements as specified.
  Within the *Work Health & Safety Act 2011, Part 2.*
- Timely reporting all accidents, incidents, minor injuries, near misses and property damage
  (Within 24 hours) and assisting if required, with the investigation of all incidents in the workplace.
- A worker whose role requires the use of Personal Protective Equipment (PPE) will be provided the PPE by the Employer. After proper instruction on the use and care of the PPE the worker MUST wear and/or use the PPE supplied.
- Not to wilfully of recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself.
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items.
- Performing all work and associated functions in a safe, efficient, and effective manner.
- Complying with all documented WH&S policies, procedures, work instructions, and verbal instructions issued by the organisation or its officers.
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assist, or participate in conducting risk assessments on identified hazards.
- Identify hazards, conduct risk assessments, and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace.
- To report hazards and risks in accordance with WH&S procedures.
- Establish and maintain a high standard of housekeeping within your individual work area(s) and within the Blackall-Tambo Regional Council's areas of responsibilities.
- Attend all toolbox, team talks and specific training (e.g., Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council.
- Be familiar with the location of first aid kits, fire protection facilities, and evacuation procedures.
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Officer.

WORK ENVIROMENT AND PHYSICAL DEMANDS

- **Physical Demands**
  - Heavy Work (Frequent lifting/ carrying of objects weighing up to 20kgs)
- **Audio Visual Demands**
  - Peripheral Vision and Hearing
- **Specific Actions**
  - Standing/ Walking (4-6 Hours)
  - Sitting (Occasional)
  - Driving (1-4 Hours)
- **Repetitive Motions**
  - Simple Grasping
  - Fine Manipulation
  - Pushing & Pulling
  - Finger Dexterity
  - Foot Movement
  - Bending
  - Squatting
  - Climbing
  - Twisting
  - Reaching
- **Work Environment**
  - Chemicals
  - Cold
  - Dampness
  - Heat/ Humidity
  - Noise

PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under the terms and conditions of employment by the Blackall-Tambo Regional Council and specifically within your performance agreement.

Authority:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

"Exploring the past, Innovating the future."