



POSITION DESCRIPTION

APPRENTICE MECHANIC – 4010

PURPOSE OF POSITION

Complete on-the-job training while completing a nationally recognised qualification, Certificate III in Heavy Commercial Vehicle Mechanical Technology. The position assists in the maintenance, servicing, diagnosis and repair of Council's fleet, plant and equipment while developing the skills, knowledge and competencies required to become a qualified mechanic. The apprentice contributes to the safe, efficient and reliable operation of Council's fleet and workshop services.

REPORTING RELATIONSHIPS

This role reports to the Senior Mechanic

CONDITIONS OF EMPLOYMENT

The position is temporary full-time four (4) year apprenticeship and subject to the current Local Government (State) Award.

The position is classified in council's salary system as T1-T10 depending on age and experience.

HOURS OF WORK

38 hrs/week

Monday to Friday – 9-day fortnight with a rostered day off on an agreed day.

Working Hours are 6:54am to 4:00pm with a 30-minute unpaid meal break

POLICIES AND PROCEDURES

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures.

DELEGATION OF AUTHORITY

This position has no delegation of authority

KEY ACCOUNTABILITIES

Within the areas of responsibilities, this role is required to:

- Assist with servicing, maintenance and repairs of Council vehicles, plant and equipment.
- Assist with fault-finding and diagnostic testing activities under supervision.
- Support field repairs and breakdown response activities where required.
- Assist with maintaining accurate service and maintenance records.
- Learn and apply manufacturer specifications and workshop procedures
- Maintain workshop tools and equipment in a clean, safe and serviceable condition.
- Assist with stock control, inventory checks and ordering of workshop consumables.
- Complete timesheets, work orders and maintenance documentation accurately and on time.
- Maintain a high standard of workshop housekeeping

Training and Development

- Attend and complete all training requirements with the Registered Training Organisation (RTO).
- Engage in workplace learning, mentoring and feedback sessions.
- Participate in training as provided by Council.

Safety and Compliance

- Follow all WHS procedures and use appropriate PPE.
- Conduct hazard identification and risk assessments.
- Report incidents, near misses and participate in safety investigations.

Teamwork and collaboration

- Work collaboratively with team members and supervisors.
- Provide courteous service to internal and external stakeholders.
- Represent Council positively in the community.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

SELECTION CRITERIA

Essential

- Completion of Year 10 or equivalent with strong skills in numeracy and literacy.
- Willingness to complete Certificate III Heavy Commercial Vehicle Mechanical Technology.
- Good communication skills and ability to follow instructions. .
- Demonstrated interest and aptitude for mechanical trades.
- Ability to work effectively within a team environment.
- Commitment to workplace health and safety principles.
- Ability to undertake physical work in a workshop environment.
- Basic computer and digital literacy skill
- White card – Work safely in the Construction Industry.

Desirable

- A current NSW Driver Licence (or working towards one).
- Exposure to workshop environments.
- Experience using hand and power tools.

CAPABILITIES FOR THE ROLE

Are set out in the attachment and based on the Local Government NSW Capability Framework (available at: <https://capability.lgnsw.org.au/>). The LGNSW Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government.

CAMERA SURVEILLANCE AND GPS TRACKING

Camera surveillance has been installed in and on Council owned buildings and in some public spaces within the Council area. GPS tracking has been, or may be, installed in Council owned plant. Camera surveillance and GPS tracking is continuous and ongoing