

ROLE DESCRIPTION

Maintenance Mechanical Fitter



Directorate	Service & Project Delivery	Position Number	300211, 300445
Branch	Water Services	Position Status	Full - Time
Section	Depot & Maintenance	Position Grade	E
Reports to	Team Leader Maintenance Mechanical Fitter	Band/Level	Band 2 Level 1
Direct reports	Nil	Award	Local Government (State) Award
Indirect reports	Nil		
Date Authorised	22/07/2026		

PRIMARY PURPOSE OF THE ROLE

Participates in a team that undertakes the operation, maintenance and renewal works associated with the water and wastewater treatment infrastructure, which enables Council to meet both its statutory and customer obligations as a utility service provider. This position engages in technical investigation and assessment of water services treatment plant assets.

KEY ACCOUNTABILITIES

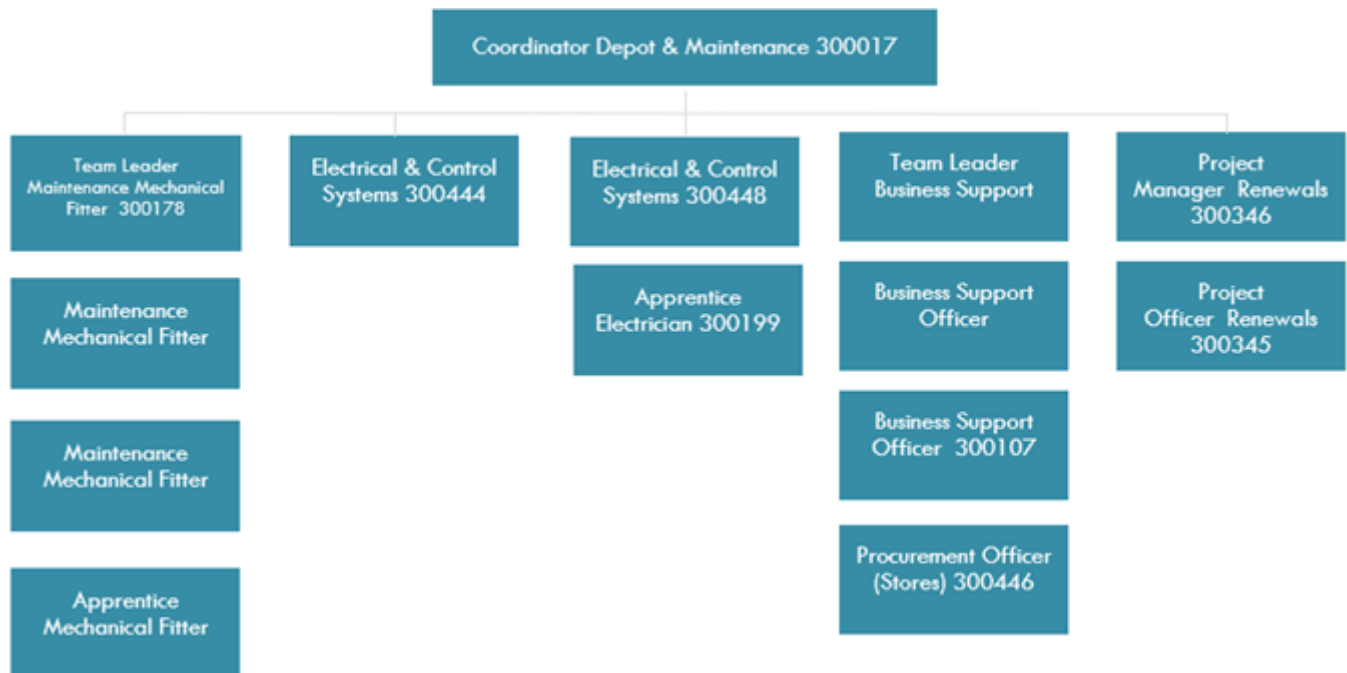
1. Deliver preventative routine, scheduled and reactive maintenance, repairs and servicing of Council's water and wastewater assets in accordance with manufacturer's specifications, AU/NZ Standards, and safe operation and integrity regulations.
2. Perform routine inspections and diagnostics to monitor performance and record for Council assets, providing technical information and feedback to identify gaps and improve overall production and performance.
3. Collaborate with key stakeholders on mechanical specification drawings and design, and provide technical feedback on considerations of impacts and compliance for mechanical aspects of water and wastewater treatment plants.
4. Ensure all technical equipment is well maintained and in working order, is tested/certified at required intervals and all records are maintained as required. Keep maintenance logs and service records up to date.
5. Work in collaboration with team to deliver quality and effective mechanical maintenance services, accurate and detailed record management and follow Council standards and procedures. Respond promptly to mechanical failures and emergency callouts
6. Promote a positive WHS culture where understanding, managing, and accepting appropriate risk is all part of the decision-making process. Follow lock-out/tag-out procedure (LOTO). Maintaining a well-kept and safe work area, identifying, communicating and taking appropriate action of hazards.
7. Exercises judgement and initiative in resolving day-to-day issues and managing agreed projects in accordance with legislative and regulatory standards.
8. Supervising and mentoring apprentice staff including training and/or instructing staff in operating, maintaining, monitoring and repairing plant, equipment and hardware used in mechanical maintenance.

Note: an employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Quick response to mechanical breakdown with minimal disturbance in process.
2. Managing a busy and varied workload with competing demands in an environment that can be unpredictable.

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Team Leader Maintenance Mechanical Fitter, Coordinator, Engineering Professionals, Project Officers	Consults with to support scheduling of routine maintenance, maintenance programs and budget related information. Ensuring mechanical drawings and documents are up to date.
Water Services Teams, Depot & Maintenance Teams and Water and Wastewater Treatment Team	Collaborate with teams to ensure efficient use of resources. Communicate to provide information of the scheduled jobs and get updated information of current mechanical assets related issues.

External

Who	Why
Contractors	Working with contractors for the purposes of mechanical repairs, projects or spare parts supply.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1.	Trade qualification as Mechanical Fitter Machinist. Knowledge of WHS and relevant legislations and practice guidelines associated to the role of mechanical fitter.
2.	Comprehensive mechanical knowledge and demonstrated experience in maintenance, repair, rehabilitation programs and operation of water and wastewater treatment facilities, and activities such as general lathe, machining skills, oxy cutting, pneumatic and welding.
3.	Well-developed analytical skills and demonstrated innovative and flexible approach to fault finding and problem solving operational and maintenance requirements
4.	Demonstrated ability in the use of computer applications, and operating devices effectively, embracing digital solutions for works activities to enable field productivity and scheduling based systems to facilitate day- to-day operations.
5.	Ability to network effectively with key stakeholders in offering advice and support to delivering operational and maintenance services.
6.	Hold and maintain LR drivers licence, WHS Induction card, Confined Space Entry Certificate, Working from Heights ticket and Dogman ticket.

DESIRABLE CRITERIA

1.	Minimum of four years of post-trade mechanical experience within the Water industry
2.	Electrical connection disconnection ticket
3.	Forklift Ticket
4.	Experience of Mig welding

ESSENTIAL REQUIREMENTS

- *Maintain drivers licence without restriction and ability to operate manual transmission*
 - *Complete immunisation record of Hepatitis A, B and Tetanus*
 - *Health assessments and fitness requirements*
 - *Participation in Drug & Alcohol testing*
 - *Facilitate safe work practices as per WHS legislation and regulation*
 - *Participate in on-call roster and overtime (where applicable)*
- Comply with and participate in Councils training programs and policies, including participation in compulsory and mandatory training.*

WHS RESPONSIBILITY

In this role, you are responsible for working safely and complying with Council's Work Health and Safety Management System (WHSMS), including relevant policies, procedures and safe systems of work as amended from time to time.

You are expected to:

- Take reasonable care for your own health and safety and that of others.
- Comply with reasonable safety instructions and use the controls provided.
- Identify and report hazards, incidents, injuries and near misses in a timely manner.
- Participate in required WHS training, consultation and continuous improvement activities.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Occasional
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Frequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Frequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Frequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Frequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Frequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Frequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Frequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Frequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Occasional
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Frequent
Driving - Operating any motor powered vehicle	Frequent
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Occasional
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Constant

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. irate customers	Infrequent

Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Infrequent
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Frequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Frequent
Fumes - Exposure to noxious or toxic fumes	Frequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Frequent
Hazardous substances - e.g. Dry chemicals, glues	Frequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Frequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Frequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Frequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Frequent
Confined Spaces - areas where only one egress (escape route) exists	Frequent
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Frequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Frequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
			Read the behavioural indicators for each level for the listed capabilities before selecting a level.					
 Personal Attributes	✓	Manage Self	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Display Resilience and Adaptability	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Act with Integrity	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	☐ Foundational	☐ Intermediate	✓ Adept	☐ Advanced	☐ Highly Advanced
 Relationships	☐	Communicate and Engage	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Work Collaboratively	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Results	✓	Plan and Prioritise	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Create and Innovate	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	☐ Intermediate	✓ Adept	☐ Advanced	☐ Highly Advanced
 Resources	☐	Finance	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Workforce Leadership	☐	Manage and Develop People	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✓ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	- Understands what needs to be done and steps up to do it - Pursues own and team goals with drive and commitment - Shows awareness of own strengths and weaknesses - Asks for feedback from colleagues and stakeholders - Makes the most of opportunities to learn and apply new skills
Personal Attributes Display Resilience and Adaptability	Intermediate	- Adapts quickly to changed priorities and organisational settings - Welcomes new ideas and ways of working - Stays calm and focused in difficult situations - Perseveres through challenges - Offers own opinion and raises challenging issues
Results Plan and Prioritise	Foundational	- Understands team objectives and own contribution - Plans and organises own work tasks - Asks when unsure about the relative priority of allocated tasks - Manages time appropriately and re-prioritises as required - Identifies and informs supervisor of issues that may impact on completion of tasks
Results Deliver Results	Adept	- Takes responsibility for the quality and timeliness of the team's work products - Ensures team understands goals and expectations - Shares the broader context for projects and tasks with the team - Identifies resource needs, including team, budget, information and tools - Allocates responsibilities and resources appropriately - Gives team members appropriate flexibility to decide how to get the job done

Template created by	Name	Date

FORM SUBMISSION
People and Culture

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Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature Date enter a date.
