

POSITION DESCRIPTION

Position Title:	Apprentice Mechanic (Heavy Vehicle)	Reports to:	Workshop Supervisor
Department:	Works and Parks	Directorate:	Infrastructure, Assets and Projects
Stream:	Stream C eng	Pay Level:	In accordance with the State Apprenticeship Wage Rates
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Works & Parks Department falls within the Infrastructure, Assets and Projects Directorate to deliver a range of services internally and externally which contribute to provision of essential services to the community.

Our Works team plan, design, construct and maintain roads, bridges, culverts, stormwater infrastructure, kerb and channel, footpaths and street lighting. In addition, the team provides services to the Department of Transport and Main Roads under contract to maintain sections of the state-controlled road network within Southern Downs. The team further governs activities conducted by members of the community, such as the construction of private driveway accesses.

The Department also delivers an extremely diverse range of operational field services including maintenance of Council parks, gardens, buildings and playgrounds. Other services include management of building service contracts and fleet mechanical repairs. The Department also delivers capital works projects for Council buildings, parks and cemeteries, and as part of its field work manages the procurement and disposal of road vehicles and heavy plant operated by Council.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

The key function of the role as an Apprentice Heavy Vehicle Mechanic is to learn the heavy vehicle mechanic trade and contribute to the effective and efficient operations of the Council Workshop services.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Learn the heavy vehicle mechanic trade and contribute to the effective and efficient operation of the Council Workshop;
- To assist Workshop Tradespeople with:
 - Carrying out repairs and overhauls of Council petrol and diesel-powered mobile plant and stationary small plant.
 - Maintenance and repairs to engines, transmissions, driveline, suspension, brake, electrical, pneumatic, and hydraulic systems.
 - Carrying out preventative maintenance and inspection on vehicles.
 - Assisting with ordering and collection of parts.
 - Fabricating and welding.
 - Water and Wastewater treatment plant maintenance.
- Proactively complete the units within the apprenticeship in a timely manner.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. A genuine interest in the motor mechanic trade;
2. Basic literacy, numeracy and computer skills;
3. Ability to work and communicate effectively in a team environment;
4. Willingness and ability to undertake study;
5. Knowledge of Work Health and Safety considerations relevant to the role and how to limit the risks in the environment where this role operates.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high-quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- Year 10 Junior Certificate.
- A Class C (car) licence or greater is required in this role.
- A white construction card or the ability to obtain one is a mandatory requirement for this role.
- A person in this position will need to hold a current certificate for *Working in Proximity to Traffic Awareness Parts 1 & 2*; or have the ability to obtain.

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Year 12 Senior Certificate.
- Forklift Licence (Licence to Perform High Risk Work LF).

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council's Immunisation Procedure.

PROBATION PERIOD

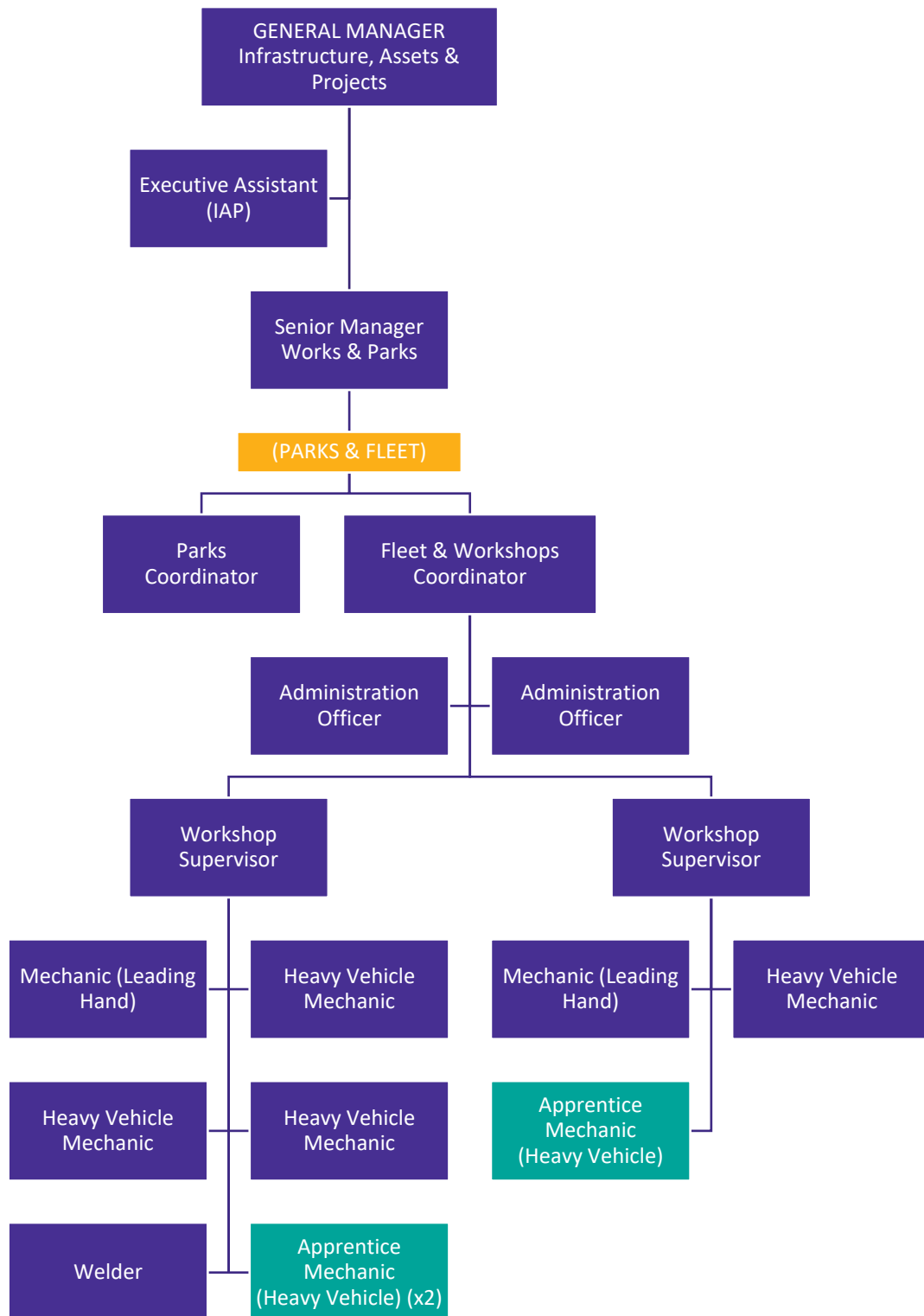
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.