
POSITION DESCRIPTION

MECHANIC / DIESEL FITTER

POSITION TITLE:	Mechanic / Diesel Fitter
AWARD CLASSIFICATION:	Engineering C10
EMPLOYMENT CONDITIONS:	Queensland Local Government Industry (Stream C) Award – State 2017
SECTION / DEPARTMENT:	Workshop, Engineering
LOCATION:	Council Depot, Saleyards Rd, Hughenden (May be required to work across region.)
REPORTS TO:	Senior Fleet Services Coordinator
DATE ORIGINATED:	05 January 2015
DATE REVIEWED:	09 September 2021

POSITION OBJECTIVE

The reliable maintenance of Council's static, heavy and light plant to ensure a financial return on Council's Capital Investment from hire of plant and equipment.

KEY DUTIES AND RESPONSIBILITIES

- Undertake scheduled maintenance services to vehicle and plant as per checklists, observing all specifications and standards
- Undertake emergency service repairs to other plant and related equipment
- Install machine parts as required
- Repair, fabricate and weld plant and vehicles as required
- Undertake programmed inspections as per job sheets
- Advise Workshop Leading Hand/Fleet Manager of warranty issues with plant and equipment
- Research parts required and advise the Workshop Administration Officer/Stores Supervisor for ordering
- Maintain plant and equipment service operation records
- Undertake administration tasks as necessary to support workshop operations
- Assist with Workshop housekeeping
- Assist with machinery/plant cleaning
- Maintain storage and stocking of products in a safe manner within the workshop
- Participate in training as required.
- Plant and vehicle schedules are maintained as per programmed requirements.
- Daily works schedules are met.
- Plant and vehicle maintenance is carried out to a high standard.
- Support is displayed for achieving the goals of the section and organisation.
- Effectively cooperates with the other employees in the team.
- Compliance with Council's policies and procedures, and instructions from the supervisor and other authorised personnel.

KEY SELECTION CRITERIA

Essential:

- Demonstrated experience with mechanic/diesel fitter duties, preferably with heavy earthmoving equipment.
- Broad mechanical knowledge.
- The ability to work in with a compact and versatile team.
- A strong focus on the end outcome; excellent customer service.
- Trade Certificate or Tradesperson's Rights Certificate as an Engineering Tradesperson (Mechanical) Level I.
- Drivers Licence – current C Class.
- National White or Queensland Blue Workplace Health and Safety Construction Industry Certification card.

Desirable:

- Demonstrated experience with mechanic duties for vehicles and small plant.
- Demonstrated experience in the use of diagnostic equipment.
- Demonstrated welding experience.
- Drivers Licence – up to current HC.
- Plant operator tickets.
- Air-conditioning tickets.
- Welding qualifications.

PERFORMANCE STANDARDS

- All assigned tasks are completed professionally and within specified timeframes, and to required standards.
- Safe and efficient operation and maintenance of hand tools, equipment and plant.
- Work is performed in a safe manner with due consideration for the work site, the tasks being performed, and Council's policies and procedures.
- Good housekeeping of work areas, vehicles and plant.
- High level of participation, commitment to and concern for both the immediate team and corporate team.
- High level of commitment to continual improvement of Council's policies and processes, and improvement of all aspects of personal work performance.
- Effective, efficient and economical management of public resources.
- Council's Policies and Procedures and relevant legislation are adhered to.
- Other targets as outlined in the Performance Review are achieved.

GENERAL CONDITIONS

Physical fit to work with heavy machinery. Workshop environment and visits to field sites as required.

ORGANISATIONAL RELATIONSHIPS

Reports to: Senior Fleet Services Coordinator

Supervision of: Nil

Internal Liaisons: Directors, Supervisors, all other council staff as required.

External Liaisons: Community members, Contractors.

DELEGATED AUTHORITY

As per Council's Delegation Register.

WORKPLACE HEALTH AND SAFETY

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the Work Health and Safety Act 2011 (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect

personal information, and will otherwise comply with the Information Privacy Act 2009 and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

“Confidential information” shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Approved by: Misenka Duong, A/Director of Engineering

Signature: _____

Date: _____

Employee Name: _____

Signature: _____

Date: _____