

# POSITION DESCRIPTION

## Position Details

<b>Position Title:</b>	Mechanic / Diesel Fitter (Leading Hand)
<b>Award Classification:</b>	Engineering C10 – C7 + Leading Hand Allowance
<b>Employment Conditions:</b>	Queensland Local Government Industry (Stream C) Award – State 2017
<b>Department / Branch:</b>	Engineering / Asset Management
<b>Principal Location:</b>	Council Depot, Hughenden
<b>Reports to:</b>	Workshop Senior Fleet Coordinator (or as directed)
<b>Direct Reports:</b>	Nil

## Flinders Shire

<b>Our Vision:</b>	Flinders Shire – a place of discovery, opportunity and lifestyle
<b>Our Mission:</b>	To promote quality of life through leadership, attitude and respect
<b>Our Values:</b>	<ul style="list-style-type: none"> <li>• A Caring Philosophy</li> <li>• Pursuit of Excellence</li> <li>• Teamwork</li> <li>• Local Ownership</li> <li>• Communication</li> <li>• Leadership</li> <li>• Recognition</li> </ul>

## Council Structure

### Office of the Chief Executive Officer

- Investment, Attraction & Economic Development
- Executive Support
- Human Resources

### Corporate & Financial Services

- Financial Control
- Information & Communication Technology
- Business & Customer Services
- Governance & Regulatory Services
- Workplace Health & Safety

### Community Services & Wellbeing

- Community Development & Engagement
- Tourism
- Community Care
- Regional Marketing & Promotion
- Media / Communications

### Engineering

- Open Spaces & Community Assets
- Asset Management
- Project Management
- Roads & Infrastructure

## Position Objective

The Mechanic / Diesel Fitter is responsible for maintenance, proactive and reactive across Council's light and heavy plant/fleet.

As a Leading Hand, you will also be required to provide supervision and direction to mechanics and apprentices to ensure efficient and effective performance of duties

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

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## **Key Responsibilities**

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### ***Maintenance and Repairs***

- Completing daily work schedules and assigned activities to the highest possible standard
- Undertaking repairs/maintenance of plant/fleet including fabricating, installation of products and welding as qualified to complete
- Undertake and complete programmed inspections as aligned to Council fleet management plans including maintaining service records and job costing allocations
- Liaise with supervisor on warranty issues/claims, advising on fit for purpose parts for repairs and ordering/maintain stock on hand to decrease down time
- Ensure daily checks of plant/fleet being personally operated/utilised are completed and advising of repairs/maintenance requirements
- Maintain safe and effective housekeeping practices to ensure cleanliness and safety of both plant and the workshop
- Undertake administrative and operational activities as directed
- Provide high level of customer service on behalf of Council ensuring a positive reflection with members of the public is maintained
- Develop and maintain positive communications between Council departments and teams including participation in team/Council meetings
- Sharing of knowledge and skills between team members
- Completion of paperwork and submitted on time including accurate timesheets with job costing codes and health and safety related items

### ***Leading Hand***

- Coordinate and supervise Workshop employees to ensure efficient and effective performance of duties and overall maintenance of plant and equipment
- Supervise the work of, and continue to develop the skills of, the mechanics and apprentices

### ***General***

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

### ***Administration***

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

### ***Organisational Continuous Improvement & Quality Management***

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

### ***Corporate Responsibilities***

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

### ***Workplace Health & Safety***

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) 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 2021*.

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### ***Other Requirements***

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- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
  - prepared to work flexible hours to meet the requirements of the position;
  - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
  - medically fit and physically capable to meet requirements of the position;
  - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
  - Prepared, if required, for Council to undertake a Criminal History Check

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### ***Organisational Relationships and Delegations***

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Internal: Engineering Services Team and other portfolios across Council

External: Contractors and suppliers

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Delegations: The Mechanic / Diesel Fitter (Leading Hand) works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

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## Selection Criteria

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### ***Essential***

1. Trade qualifications, or Tradesperson's Rights Certificate, as appropriate to the role
2. Demonstrated experience within a mechanical/diesel fitter role, preferably within heavy vehicle/plant industry.
3. Demonstrated commitment to excellent customer service to both internal and external clients with strong focus on outcomes/results.
4. Ability to work within a team, share knowledge and experience and meet deadlines.
5. Sound knowledge of completing accurate paperwork such as job cards, timesheets and pre starts, or ability and reasonable written/verbal skills to follow directions.
6. Current C Class driver's licence with good driving history and willingness to provide driving history if/when required.
7. Where required, stay in camp accommodation away from town.
8. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

### ***Desirable***

9. Current national general construction induction (white) card; and HC Class driver's licence.
10. Experience in coordinating resources and workloads.
11. Experience in use of diagnostic equipment.
12. Experience in small plant repairs.
13. Qualifications in air conditioning and/or welding
14. Competent in operating mobile plant/fleet and currency of licences/tickets.

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## Authorisation

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**Position Approved By:** Misenka Duong, Director of Engineering

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Receipt and Acknowledgement

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I, \_\_\_\_\_ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_