Position Description

Position Title:	Mechanic / Diesel Fitter
Award:	Queensland Local Government Industry (Stream C) Award – State 2017
Section:	Workshop
Classification:	C10
Employment Type:	Full time
Department:	Engineering
Reports to:	Workshop Operations Coordinator (or as directed)
Direct Reports:	Nil

POSITION OBJECTIVE

The Mechanic / Diesel Fitter is responsible for the proactive and reactive maintenance and servicing of Council's light and heavy plant / fleet to industry standards. This includes repairs and servicing both in the field and in the workshop, within the scope of current qualifications and experience.

The main duty is to ensure that fixed and mobile plant / equipment owned or operated by Flinders Shire Council is maintained in a safe, cost-effective and operational condition.

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.

KEY POSITION RESPONSIBILITIES

Maintenance and Repairs

- Completing daily work schedules and assigned activities to the highest possible standard.
- Perform maintenance activities on Council's plant and fleet assets, including inspections, servicing, repairs, and overhauls, in accordance with operational requirements and within the limits of relevant qualifications, experience, and competency.
- Undertake the repair and maintenance of plant and fleet equipment, including fabrication work, product installation, and welding tasks, ensuring all work is completed safely, efficiently, and to the required standards and qualifications.
- Assist in the diagnosis of faults and the modification of plant, fleet, and mechanical equipment, including conducting technical inspections, identifying repair requirements, and assessing the parts and materials necessary to undertake effective and timely repairs.
- Undertake and complete programmed inspections as aligned to Council fleet management plans including maintaining service records and job costing allocations.
- Promptly report maintenance issues, equipment defects, and repair difficulties requiring remedial action to the Workshop Operations Coordinator, and liaise on warranty claims, parts suitability, and repair solutions to minimise plant and fleet downtime.
- Ensure plant, fleet, and machinery are maintained in a safe and serviceable condition, operated in accordance with manufacturer specifications, Council policies and procedures,

and relevant legislation, and that daily pre-operational inspections are completed with any defects, repair, or maintenance requirements promptly reported.
- Undertake general labouring and cleaning duties as required and directed.
- Maintain accurate and up-to-date maintenance records for Council plant, fleet, and equipment, ensuring all service histories, inspections, repairs, and maintenance activities are correctly documented and submit all required documentation within a timely manner.
- Complete weekly timesheets accurately and comprehensively, ensuring all labour hours, job costing codes are correctly recorded and submitted within required timeframes.
- Ensure all workplace health and safety documentation, incident reports, inspections, and compliance records are completed and submitted as required.
- Complete all activities in compliance with workplace health and safety requirements, manufacturer specifications, and Council procedures.
- Maintain safe and effective housekeeping practices to ensure cleanliness and safety of both plant and the workshop.
- Prepared to work supervised and unsupervised at the Council's Workshop and various job sites throughout the day.
- Perform assigned tasks as an individual or as part of a team in an efficient and professional manner having respect for: colleagues and other Council staff; ratepayers and members of the general public; Council plant, tools, equipment and machinery; externally hired plant, tools, equipment and machinery; and external contractor's materials.
- Undertake other operational and administrative activities as directed up to and including your competency and level.

General
- Provide high level of courteous and professional customer service to internal and external customers on behalf of Council conducting all transactions in an ethical and efficient manner 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.
- Consistently complete allocated tasks to a high standard and within agreed timeframes.
- 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.
- Ensure all work practices are conducted in a safe manner in line with relevant legislative and Council requirements.

Administration
- Ensure general administration and records management requirements are being met.
- 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.

SELECTION CRITERIA

Essential

- Qualified Diesel Fitter and/or Mechanic holding relevant trade qualifications as appropriate to the role
  - Certificate III in Light Vehicle Mechanical Technology (AUR30620); or
  - Certificate III in Engineering – Fixed and Mobile Plant Mechanic (MEM30205/MEM31419); or
  - Equivalent Tradesperson's Rights Certificate.
- Demonstrated experience in a mechanical/diesel fitter role with significant exposure to heavy vehicles, construction machinery, and earthmoving plant. Proven ability to undertake inspections, servicing, diagnostics, repairs, and maintenance activities to ensure fleet reliability, safety, and operational performance.
- Sound knowledge of completing accurate paperwork such as job cards, timesheets and pre starts, or ability and reasonable written/verbal skills to follow directions.
- Demonstrated commitment to excellent customer service to both internal and external clients with strong focus on outcomes/results.
- Demonstrated ability to work effectively within a team environment, sharing knowledge and experience to achieve operational goals and meet deadlines. Self-motivated and proactive, with the ability to work independently, follow detailed instructions, and consistently deliver high-quality outcomes with minimal supervision.
- Ability and willingness to supervise apprentices.
- Where required, stay in camp accommodation away from town.
- Minimum of a current unrestricted C Class (Manual) drivers' licence and ability to travel throughout the Flinders Shire and other locations as required.
- Current national general construction induction (white) card or the ability to obtain one.

Desirable

- Current HC Class drivers license.
- Experience in use of diagnostic equipment.
- Experience in small plant repairs.
- Other trade qualifications and certifications (eg Air Conditioning, Boiler Making).
- Competent in operating mobile plant/fleet and currency of licences/tickets.

CORPORATE RESPONSIBILITIES

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 *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.

Work 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*.

Other Requirements

- This position operates from Council's Works Depot in Hughenden. However, there is a requirement 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.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Engineering Service Team, other portfolios across Council and senior leaders including Chief Executive Officer and elected members.

External: Government departments, contractors, suppliers, general public and other Local Government regions.

Delegations: The Mechanic / Diesel Fitter works under limited supervision either individually or in a team environment, 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.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature: **Date:** …../…../…….

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: **Date:** …../…../…….