# **Position Description**

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| **Position Title** | Mechanic |
| **Directorate** | Sustainable Development & Infrastructure |
| **Level** | 5 |
| **Reports to** | Coordinator Workshop & Fleet |
| **Responsible for** | N/A |
| **Primary Location** | Shire of Augusta Margaret River Works Depot |
| **Delegation** | N/A |

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| **Position Overview** |

The primary requirements of the position are to:

* + - Undertake Infrastructure Workshop operational and capital works program.
		- Undertake minor/major repair and service work on all Shire light plant and equipment.
		- Work with other mechanics to service / repair Shire heavy plant
		- Ensure that all Occupational Health and Safety requirements are adhered to for all work activities.

services and facilities provided by Infrastructure Workshop Team’s area of responsibility.

* + - Deliver customer service in accordance with Council’s Customer Service Charter.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| **Workshop** | * Undertake servicing on all Shire plant and equipment.
* Undertake minor/major repair work on all Shire Plant and equipment.
* Identify and repair causes of machinery/plant breakdowns.
* Housekeeping – workshop and lube bay, general tool and workshop equipment maintenance and cleaning.
* Carry out general welding and minor steel fabrication works.
* Provide customer service and feedback/advice as required.
* Provide notes and comments on the condition of plant that is serviced.
 | **60%** |
| **Administration** | * Fill out daily timesheets by 7:00am next morning.
* Record keeping of service and maintenance schedules – report all repair work or defects.
* Record keeping of consumable item use (oils, fuels etc).
* Seek quotes and order parts as required.
* Contributes towards the records management system.
* Undertake risk assessments on Shire plant and equipment.
 | **20%** |
| **OSH** | * Contributes towards the success of OSH initiatives within the workplace.
* Undertake job safety analysis as required.
* Identify and report hazards.
* Work in accordance and review relevant SOP’s.
* Induct operators in the safe use and maintenance of heavy and light plant and equipment.
 | **5%** |
| **Leadership** | * Lead apprentice in daily work tasks including supervising and reviewing quality of work.
* Lead apprentice in the safe systems of work.
* Provide on the job training of Apprentice.
 | **15%** |

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| **Position Requirements** |

**Essential**

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| * Completion of Mechanical Trades Certificate.
* Demonstrated ability to undertake problem solving and make recommendations relating to plant and equipment in consultation with customer or stakeholder.
* Proven ability to provide inductions on the safe use and maintenance of plant and equipment.
* Demonstrated experience working under limited supervision and ability to coordinate own work.
* Proven ability to make technical and operational decisions relating it to own work and safety, and the safety of others.
* Experience in leading and providing on the job training to an apprentice.
* Strong background in servicing light vehicles
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**Desirable**

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| * Mechanical Trade Certificate or equivalent plus 5 years post certificate experience with heavy plant and equipment.
* Prepare routine financial documents with limited assistance.
* Experience with metal fabrication and welding.
* Current HR License.
* Forklift license
* Current construction white card.
* Experience in operating G-scan for plant and vehicle servicing and repairs.
* Knowledge of OSH requirements in civil construction and maintenance.
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| **Key Relationships** |
| **Internal**  | **External** |
| * Workshop Supervisor
* Apprentice Mechanic
* Unit Managers and staff with plant and equipment
* All Shire employees
 | * General Public
* Service Providers
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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Employee Name | Signature | Date |