# **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 |