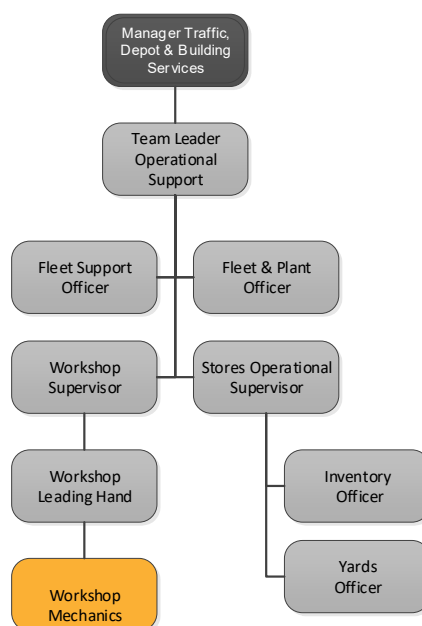


POSITION DESCRIPTION

Position Title	Workshop Mechanic
Position Number	31159
Division/Directorate	Community Assets
Branch	Traffic, Depot, and Building Services
Grade	10
Band and Level	Band 2 / Level 2
Special Requirements	Licencing or registration requirements Attending a pre-employment medical Current HR Class Drivers Licence Ability to work flexible hours
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information Mobility around an Industrial Vehicle workshop Manual handling
Reports To	Workshop Supervisor
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming - Embracing our vibrant and diverse community Liveable – Strong and integrated connections between our people and our services

Reporting Structure



Position Purpose

The main purpose of the Mechanic role within the Mechanical Workshop branch is to repair, maintain and service Camden Council's fleet of major plant, heavy vehicles, operational equipment, and light passenger vehicles. The role provides critical support across the organisation by maximising the operational efficiency of Council's fleet of vehicles and operational equipment. The Mechanic achieves this by applying a well-developed level of skill in diagnosing and solving mechanical problems and by ensuring the Mechanical Workshop branch achieves the key service delivery outcomes as outlined in the Construction and Maintenance Service Statement.

The position provides a critical support function in the implementation of scheduled maintenance programs that deliver outcomes that ensure compliance with the National Heavy Vehicle Regulations Chain of Responsibility.

Key Result Areas

Customer Service – Create a customer centric service environment and reward service excellence.

Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.

Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.

Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.

Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

1. Carry out plant and equipment repairs
2. Ensure compliance with preventative maintenance schedules of plant and vehicle manufacturers
3. Maintain workshop diary, records, ordering of parts and supplies
4. To comply with the preventative maintenance schedules of plant and vehicle manufacturers
5. To comply with the requirements of the Roads and Traffic Authority in respect of roadworthiness issues
6. Provide leadership and direction to apprentice when/if required
7. Provide timely advice and information to the Manager/Team Leader of the waste management unit in relation to all mechanical matters faced by the waste unit as required
8. Liaise with relevant suppliers to schedule mechanical works as required
9. Inspect works carried out by mechanical contractors to ensure quality workmanship has been conducted and actively challenge unsatisfactory workmanship and/or faulty parts and accessories
10. Other relevant duties which may be required by the supervisor from time to time
11. Identify and report hazards and participate in risk assessments
12. Participate in tool box talks and site inductions.
13. Work as part of a team.
14. Ensure the safe handling, storage and appropriateness of chemicals
15. Direct all works in accordance with WH&S responsibilities including PPE
16. Identify and report hazards and participate in risk assessments
17. Comply with Material Safety Data Sheets and ensure copies are onsite for access of staff
18. Ensure the safe and correct use of all equipment
19. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
20. Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment and Customer Focus
21. Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council

WHS Responsibility	
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.	
Risk Management Responsibilities	
<ol style="list-style-type: none"> 1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> ○ understand and adhere to the principles of Risk Management within their job role; ○ assist Managers and Team Leaders in identifying risks and risk treatments in their job role; ○ provide input into various risk management activities; ○ report all emerging risks, issues and incidents to their manager or appropriate officer; and ○ follow Council policies and procedures. 	
Records and Information Management Responsibilities	
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.	
Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.	
Essential Criteria	
<ol style="list-style-type: none"> 1. Relevant Trade Certificate (Motor, plant. or heavy Vehicle Mechanic) 2. NSW Fair Trading – Tradesperson Certificate 3. Previous experience in mechanical repair of heavy plant, trucks and equipment 4. Previous experience in driving heavy rigid trucks 5. Class HR driver licence 6. WHS General Induction for Construction Work Certificate 7. Experience in reading mechanical schematics 8. Experience in investigating and diagnosing hydraulic problems and reading circuitry schematics 	
Desirable Criteria	
<ol style="list-style-type: none"> 1. Class HR Non Syncro Licence 2. Experience in the repair of Hydraulic hoses and equipment 3. Other trades certificates in plant and truck repair works 4. Other relevant certificates and qualifications including forklift, crane, confined spaces, rigging/dogging and RMS vehicle inspections 5. Previous experience in tyre fitting and repairs 6. Welding Skills 7. Previous experience in administrative tasks such as time keeping, keeping records and ordering parts and services 8. Working from Heights 9. Experience in roadside breakdown repairs 10. Interpersonal and communication skills for working with and motivating a team 11. Experience in using broad range of equipment including, but not limited to gas monitors and detectors 	
Prepared By	Manager Traffic, Depot and Building Services
Date Prepared	November 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: