

POSITION DESCRIPTION

Position Title:	Mechanic
Reporting to:	Senior Trades Officer
Status:	Permanent, Full Time
Salary:	Level 8
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

This position is responsible for providing high quality, efficient and effective mechanical services within the designated West Arnhem Regional Council community and in other Council regions as required.

ACCOUNTABILITIES & RESPONSIBILITIES

Primary Tasks	<ul style="list-style-type: none"> • Under the direction of the Senior Trades Officer carry out repairs and maintenance of Council plant, vehicles and equipment, in accordance with the maintenance program. • Assist with the development of the plant and vehicle maintenance program. • Ensure the Senior Trades Officer and the Assets Co-ordinator Fleet are advised of preventative maintenance requirements, and plant and vehicle conditions. • Report to the Senior Trades Officer on major operational issues related to the workshop and any equipment misuse or damage. • Manage and supervise the workshop by ensuring; <ul style="list-style-type: none"> ○ an effective administrative system of job cards and a detailed record for all Council plant, vehicles and equipment is maintained; ○ the workshop is kept in a clean, safe and operational state and that workshop tools are kept in safe secure storage; ○ goods ordered for the workshop are collected or received and secured; and ○ the workshop is secure and locked when not attended. • Assist in the training and development of Indigenous staff and in the development of training plans as required.
Teamwork	<ul style="list-style-type: none"> • Promote a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel. • Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.



Policies and Procedures	<ul style="list-style-type: none"> • Provide recommendations to the Senior Trades Officer and/or Council Services Manager on recommended changes and/or enhancements to Policies and Procedures. • Comply with all relevant legislation, regulations and standards.
Work Health and Safety	<ul style="list-style-type: none"> • In accordance with work health and safety legislation, <ul style="list-style-type: none"> ○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and ○ within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures. • Ensure staff are aware of, educated in and compliant with Work Health and Safety policies, procedures and practices, and return to work. • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the Senior Trades Officer.

SELECTION CRITERIA

Essential	<ol style="list-style-type: none"> 1. Trade certificate in motor mechanics or diesel fitter. 2. Experience in operating a mechanical workshop. 3. Authorised Vehicle Inspector (or ability to obtain). 4. Strong knowledge of mechanical functions along with proven skills in a wide range of mechanical areas. 5. Excellent diagnostic and problem solving skills. 6. Ordering of materials, plan and preparation of job site. 7. Working knowledge of Workplace Health and Safety legislation. 8. Well-developed communication and interpersonal skills. 9. Proven ability to work independently and as part of a team. 10. An ability to communicate sensitively and effectively with Indigenous people. 11. Good numeracy and literacy skills including demonstrated ability to carry out basic record keeping (eg., job cards, stock sheets). 12. Basic computer skills (eg. Microsoft Outlook, Excel, Word). 13. Intrastate travel. 14. Current Northern Territory Driver's Licence. 15. National Criminal History Check clearance.
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	16. Current Working with Children/Ochre Card.
Desirable	<ol style="list-style-type: none"> 1. Heavy Rigid license endorsement. 2. Knowledge of small engines. 3. First Aid Certificate. 4. Appointment of Inspector by the Registrar of Motor Vehicles.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

