



Position Description

Job Title:	Mechanic
Reporting To:	Executive Manager Infrastructure Services
Remuneration level:	Municipal Employees (WA) Award 2021. Band 5 Level 1

Position Overview

To maintain, service and repair Council's plant and vehicle fleet in a competent manner, to ensure that the plant and vehicle maintenance programs are completed to the required standards. To operate as a support service to the works team to ensure productivity and quality results are achieved in plant and vehicle maintenance.

Key duties and responsibilities

- Undertake mechanical repairs, servicing, and maintenance of Council's plant and vehicle fleet and associated activities as required.
- Design, implement and monitor plant maintenance program.
- Maintain and update records and operating manuals for all plant items.
- Ensure adequate spare parts and replacement items are in stock.
- Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out.
- Operate and maintain the Shire's mechanical workshop, tools, and associated maintenance equipment in a safe, reliable and useable condition.
- Undertake daily serviceability checks prior to commencing use of the machine in accordance with Shire operational and Work Health and Safety requirements and policy.
- Maintain a high standard of cleanliness including cleaning cabs, degreasing, engine oil and water checks, and washing down when the plant is in the depot.
- Ensure that all support tools and equipment like chains, fire extinguishers, first aid equipment is in a serviceable state, ready for immediate use.
- Report all machine and equipment maintenance issues through the arranged processes to the Executive Manager and dependent on nature, seriousness and urgency of the matter be responsible for the follow-up to ensure the item is resolved and corrected.
- Provide knowledge and experience to the leadership team during the assessment, determination and selection of suitable plant and equipment either as replacements or as new items into the fleet.
- Ensure that all staff responsible for items of plant, vehicles and equipment are aware of the daily maintenance program to be carried out on that item.
- Appropriate and regular input into positive changes to procedures and processes within the department
- Manage all relevant documentation in accordance with policy and procedures.
- Undertake other responsibilities as deemed reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.

Workplace Health & Safety (WH&S) Responsibilities

- Take reasonable care to ensure their own safety and health whilst at work and that of others.
 - Consult and cooperate with Management on matters of Workplace Health and Safety.
 - Report all hazards, accidents, incidents and near misses according to the Incident Reporting process.
 - Develop and follow all safe work procedures as directed.
 - Use personal protective equipment (PPE) as required.
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Extent of Authority

- Works in accordance with general direction from the Executive Manager Infrastructure Services
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgement within clearly established procedures and guidelines

Selection Criterion

Experience

- Completion of a motor mechanical trade apprenticeship from a registered training provider.
- Demonstrated experience in the repair and maintenance of heavy-duty diesel equipment including graders, loaders, backhoes, trucks, rollers etc.
- Developed knowledge of auto-electrical, auto-transmission, hydraulics, petrol and diesel motors, metalwork/welding, electronics and small engines.
- Strong communication skills- verbal, aural and written.

Desirable

- Understanding of maintenance, plant and stock reporting and records, the preparation of monthly reports, annual budgets, preventative maintenance programs for own use and others to utilise and incorporate into their work processes
- Sound knowledge of modern office methods and procedures, and the use of standard office equipment.
- First Aid qualifications
- Current unrestricted Driver's License

Compliance

- It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
- Pre-Employment Medical and Drug Test. It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed Date.....

Susan Leonard
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Signed..... Date.....
Employee