



# Position Description

<b>Position Title:</b>	Mechanic
<b>Department:</b>	Infrastructure Services
<b>Classification:</b>	Grade 10 Carrathool Shire Salary System
<b>Employment Condition:</b>	Local Government (State) Award
<b>Additional Benefits:</b>	Rostered Day Off
<b>Basis of Employment:</b>	Permanent Full Time 38 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

## POSITION PURPOSE

The Mechanic is responsible for the efficient and effective maintenance and servicing of councils plant and fleet to industry standards. This includes both in the field and in workshop repairs and servicing of small and heavy plant in councils fleet.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Mechanic-in-Charge
Direct reports:	Nil
Internal Liaisons:	All staff
External Liaisons:	Members of the public

## CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

### Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.

### Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Comply with Council's Code of Conduct and requirements of EEO and anti discrimination policies.
- Ensure accurate and timely record keeping in accordance with Council's requirements.

### Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.

- Contribute to work health and safety of self and others.
- Attend and participate in all training as directed.

### **Risk Management**

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

### **Environmental Responsibilities**

- Consider the protection of the environment when undertaking Council activities.

## **KEY ACCOUNTABILITIES AND DUTIES**

1. Carry out servicing, maintenance and repairs on all Council plant, equipment, machinery and vehicles as directed.
2. Diagnose faults in machinery/vehicles systems and rectify promptly.
3. Repair and gas air conditioners where licenced.
4. Diagnose hydraulic and pneumatic system processes and repair or modify if required.
5. Diagnose and repair electrical components including computerised technology as required and where appropriately trained.
6. Undertake metal fabrication to manufacture specialised equipment and components as required.
7. Undertake testing and tagging of all plug in type electrical appliances in accordance with Australian Standards AS/NZS 3760:2010, where licenced.
8. Undertake vehicle registration processes including on-line vehicle safety checks.
9. General housekeeping ensuring that all tools and equipment not in use are returned to correct storage locations, all vehicles and equipment are returned to drivers/operators in as clean or better condition than when received at the workshop and accurate records are kept of all time spent working on plant and equipment on daily running sheets and timesheets.
10. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## **COMPULSORY REQUIREMENTS OF THE POSITION**

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus
- Be available for on-call rostered overtime and/or call back emergencies outside normal working hours. This position will be required to be included in the on-call roster.

## SELECTION CRITERIA

### Essential

1. Certificate III qualification for the relevant class of repair work (Automotive - Heavy Commercial Vehicle Mechanical Technology) or equivalent.
2. Licensed by the Motor Vehicle Repair Industry Authority NSW (Motor Repairer Tradesperson Certificate) as a mechanic.
3. Working understanding of automotive engineering techniques and practices.
4. Class HR Drivers' licence.
5. Basic understanding of hydraulic systems.
6. Basic understanding of 134A gas.
7. Strong practical focus to the solution of maintenance and repair problems.
8. Basic understanding of traffic control and public safety procedures.

### Desirable

1. National Refrigerant Handling Licence
2. Certificate II Automotive Air conditioning Technology
3. In-service Testing of Electrical Equipment
4. Authorised Inspection Station Examiner (Heavy or Light Vehicle)

*Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.*

### REVISION

Date	Amendment
18.04.18	

# Job Demands

PHYSICAL DEMANDS		Freq.
<b>Sitting</b>	Remain in a seated for an extended period of time	<b>O</b>
<b>Standing</b>	Standing in an upright position without moving about	<b>C</b>
<b>Walking /Running</b>	Walking or running on even surfaces	<b>F</b>
	Walking or running on uneven surfaces	<b>F</b>
	Walking up or down steep slopes	<b>O</b>
	Walking whilst pushing objects	<b>F</b>
<b>Bending/Twisting</b>	Forward or backward bending or twisting at the waist	<b>F</b>
<b>Kneeling/Squatting</b>	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	<b>C</b>
<b>Squatting/Crouching</b>	Squat or crouch posture to perform tasks	<b>F</b>
<b>Leg / Foot Movement</b>	Use of leg and / or foot to operate machinery	<b>F</b>
<b>Climbing</b>	Climbing up or down stairs, ladders, scaffolding etc	<b>F</b>
	Climbing under or over machinery	<b>C</b>
<b>Lifting/Carrying</b>	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	<b>F</b>
	Light lifting and carrying: 0 – 9 kgs	<b>F</b>
	Moderate lifting and carrying: 10 – 15 kgs	<b>O</b>
	Heavy lifting and carrying: 16 kgs & above	<b>I</b>
<b>Reaching</b>	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	<b>F</b>
<b>Pushing/Pulling. Restraining</b>	Using force to hold / restrain or move objects toward or away from the body	<b>F</b>
	Pushing/pulling objects also includes striking or jerking	<b>F</b>
<b>Hand/Arm Movements</b>	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	<b>R</b>
<b>Grasping</b>	Gripping, holding, clasping with fingers or hands	<b>R</b>
<b>Manual Dexterity</b>	Fine finger movements – keyboarding, writing, tightening a nut	<b>C</b>
<b>Work at Heights</b>	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	<b>F</b>
<b>Driving</b>	Operating any motor powered vehicle/plant	<b>O</b>
	Operating any motor powered vehicle on unsealed road	<b>O</b>
<b>Head/Neck Postures</b>	Holding head in a position other than neutral (facing forward)	<b>O</b>
	Repetitive movements of hands and arms	<b>F</b>

SENSORY DEMANDS		Freq
<b>Sight</b>	Sight is an integral part of work performance, eg. computer operation, work at night	<b>R</b>
<b>Hearing</b>	Environmental / noisy area e.g workshop, machinery	<b>R</b>
<b>Smell</b>	Smell is an integral part of work performance, eg. Working with chemicals	<b>O</b>
WORKING ENVIRONMENT		Freq
<b>Dust</b>	Exposure to atmospheric dust eg sawdust	<b>O</b>
<b>Gases</b>	Working with explosive or flammable gases	<b>F</b>
<b>Fumes</b>	Exposure to noxious or toxic fumes	<b>O</b>
<b>Liquids</b>	Working with liquids that may cause skin irritations if contact is made	<b>O</b>
<b>Biological Hazards</b>	Exposure to body fluids, bacteria, infectious disease , waste, garbage etc.	<b>I</b>
<b>Extreme Temperatures</b>	Environmental temperatures are less than 15 °C or more than 35 °C	<b>F</b>
<b>Sunlight</b>	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>O</b>
<b>Slippery / Uneven Surfaces</b>	Greasy or wet floor surfaces, ramps, uneven ground	<b>F</b>
<b>Confined Spaces</b>	Claustrophobic work	<b>O</b>
<b>Hazardous Substance</b>	Handling, transporting, storage of hazardous substances	<b>I</b>
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
	Customer service involving interacting with distressed or angry people	<b>I</b>
	Interacting with people with mental illness / disability	<b>I</b>
	Working with dead or injured animals	<b>N/A</b>

## EXPOSURE TO FACTOR - FREQUENCY KEY:

<b>R</b>	<b>Repetitive</b>	Multiple times in an hour
<b>C</b>	<b>Constant</b>	On average more than 5 times per week
<b>F</b>	<b>Frequent</b>	On average 3-4 times per week
<b>O</b>	<b>Occasional</b>	On average less than twice a week
<b>I</b>	<b>Infrequent</b>	On average once a month or less
<b>N/A</b>		Not relevant
<b>Definition:</b> Extended Period – More than one hour at a time		