

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	August 2024
Position Title	Diesel Fitter Automotive Mechanic		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Band 1 Level 4		
Division	Operations		
Section	Workshop		
Location	Mechanical Workshop - Bamaga		
Employment Type	Permanent Full-time		
Hours of Duty	38 hours per week		
Supervisor	Team Leader – Mechanical Workshop		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community.

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community.
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are followed within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

Provide maintenance and servicing for Council Heavy plant and assist other mechanical trades as required.

KEY ACCOUNTABILITIES

- Undertake a range of diesel fitting activities to meet standards set by the Workshop Manager for Council equipment.
- Respond to breakdowns and field repairs, arrange for transportation of broken-down council vehicles and plant as required.
- Assist other Council trades staff in the programmed maintenance and repairs of Council's, fleet, small plant and other machines and equipment.
- Take responsibility to ensure that the Workshop tools and equipment are well secured and maintained in good operational condition and the workshop area is kept in a safe and clean condition
- Take care of supplies and other workshop consumable items, and proactively submit purchase order requests for materials replacement to maintain operational continuity
- Keep records of inspections, test results, work performed, and parts used
- Report faults and defects on machinery, tooling, and equipment to the Team Leader – Mechanical Workshop
- Observe Council's Workplace Health and Safety and Environmental policies and procedures and comply with relevant safety and environmental protection legislation. Report any breaches in the workshop and work through remedial action with employees
- Assist Team Leader as required mentor apprentices and supervise tasks as required

SELECTION CRITERIA

1. Relevant trade qualifications.
2. Minimum of LR Class Drivers Licence
3. Ability to undertake diesel fitting duties, with good experience and skills in tyre fitting for vehicles in the light to heavy range
4. Experience in mechanical trade work in an operational environment
5. Knowledge of a range of industrial mechanical trade practices, including test and inspect engines for malfunctioning parts.
6. Ability to perform labour that may be physically demanding
7. Ability to safely use power tools and power lifting equipment to assist in repair or replace worn, defective, or broken parts
8. Practical experience and understanding of cost control and purchasing policy and procedures.
9. Sound knowledge of Workplace Health and Safety procedures appropriate to the work area
10. Ability to operate effectively with limited direction and supervision, apply good time management, work organisation and quality control.
11. Basic computing skills

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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