



# Northern Peninsula Area Regional Council

## POSITION DESCRIPTION

<b>Position number</b>	TBA	<b>Date of last review</b>	January 2025
<b>Position Title</b>	Workshop Mechanic - Team Leader		
<b>Award</b>	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
<b>Classification</b>	Band 2 Level 4		
<b>Division</b>	Operations		
<b>Section</b>	Workshop		
<b>Location</b>	Mechanical Workshop - Bamaga		
<b>Employment Type</b>	Permanent Full-time		
<b>Hours of Duty</b>	38 hours per week		
<b>Supervisor</b>	Fleet and workshop Manager		
<b>Direct Reports</b>	3 x Workshop mechanics Tyre Fitter / trades assistant  2 x Apprentices		

### 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 2023*, 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's vehicle's, plant and supervise other mechanical trades, trade assistants and apprentices.

## **KEY ACCOUNTABILITIES**

- Assist the Fleet and workshop manager with the prioritising and delegating of repairs to workshop floor staff.
- Undertake a range of mechanical repairs and servicing activities to meet standards set by the Fleet and Workshop Manager for Council equipment.
- Respond to breakdowns and field repairs, arrange for transportation of broken-down council vehicles and plant as required.
- Supervise and assist other Council trades staff in the programmed maintenance and repairs of Council's, fleet, small plant and other machines and equipment.
- Providing a high level of support to both internal and external customers.
- Take responsibility to ensure that all 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.
- Assist the Fleet and Workshop Manager with ensuring that all compliance inspections and necessary repairs of undertaken within manufacturer and legislative requirements.
- 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.
- Assist the Fleet and Workshop Manager with the repair and or rectification of faults and defects on machinery, tooling, and equipment.
- 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.
- Lead daily toolbox / prestart meetings with Workshop staff.
- Mentor, train and supervise workshop staff and apprentices.

## **SELECTION CRITERIA**

1. Relevant trade qualifications.
2. Minimum of LR Class Drivers Licence
3. Ability to undertake Mechanical repairs with good experience diesel fitting duties, and
4. Demonstrated experience in supervising 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. apply good time management, work organisation and quality control.
9. Sound knowledge of Workplace Health and Safety procedures appropriate to the work area
10. Demonstrated ability to lead and supervise, workshop staff, and resolve issues as they arise
11. Sound computing skills

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT