

# Position Description



| Position Title | Fleet Mechanic            |
|----------------|---------------------------|
| Department     | Strategy                  |
| Reports to     | Coordinator Fleet & Plant |
| Grade          | 7                         |
| Date reviewed  | October 2021              |

## Primary Purpose

Support the delivery of effective and efficient fleet maintenance services to Council's stakeholders.





The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Ensure Snowy Monaro Regional Councils fleet is maintained in good order and condition with minimal returns after service and repairs
- Maintain a suitable clean and safe environment to carry out service and repairs, whilst ensuring a high level of awareness and attention to safety procedures
- Workshop facilities, tools, plant and equipment are maintained in a safe, clean and tidy state at all times
- Perform maintenance and repair of Council plant, motor vehicles and equipment, ensuring all plant and equipment released from the workshop are in a safe operational condition, meeting legislative and manufacturer requirements
- All workshop documentation is maintained in an accurate, timely manner
- Attend to call-outs and breakdowns as required
- Carry out metal fabrication, welding, machining, auto electrical tasks, air conditioning diagnosis and repair in both the workshop and out in the field,
- Stand down unsafe plant and equipment when necessary,
- Assist Council's plant operators and construction workers in their daily maintenance of equipment by offering knowledge and/or assistance
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions

- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Fleet & Plant, which are within his/her skills, competence and training.

| Position Capabilities  |   |              |
|--|---|--------------|
| Capability Group   | Capability Description  | Level        |
| <br>Personal Attributes | Be accountable for investing in own growth, acting with integrity and displaying resilience.                        | Adept        |
| <br>Relationships       | Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community. | Intermediate |
| <br>Results            | Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes. | Intermediate |
| <br>Resources         | Be efficient, effective and compliant in the management and use of assets, finance and contracts.                   | Intermediate |

## Essential Criteria

1. Certificate III qualification or above, Heavy Commercial Vehicle Mechanical Technology or a related discipline with demonstrated contemporary experience in a similar role
2. Demonstrated ability to maintain RMS inspectors and NSW Fair Trading “Tradesperson Certificate Motor Mechanic”,
3. Demonstrated experience in motor vehicle/heavy plant/heavy road construction maintenance
4. Demonstrated ability to use computers and electronic systems
5. Proven ability to prepare basic quotations on repairs and fabrication
6. Proven ability to work unsupervised, managing multiple tasks, applying initiative, judgement and enthusiasm to your outcomes
7. Proven ability to develop and maintain internal and external stakeholder relationships to achieve outcomes that contribute to the achievement of the organisation’s strategic goals
8. Current Class C drivers Licence
9. Forklift Licence
10. General Construction Induction (White Card)

## Desirable Criteria

1. Current Heavy Rigid or Combination Licence
2. Confined Space ticket
3. Fabrication/ Machining experience

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date