

## AEN 6.1.1 Position Description – Mechanic Apprenticeship

### Mechanic Apprenticeship

#### Position Description

##### Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:** TBA

**Date PD Issued:** 19/10/2022

**Position:** Apprentice Mechanic – Light Vehicle

**Host Employer:** Callaghan Motors

**Supervisor:** Scott O’Keefe

**Host Employer Address:** 1165 Raglan Parade, Warrnambool 3280

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Kyla Bryce 0460 307 724

##### Tasks Involved:

- Identify mechanical problems, often by using computerized diagnostic equipment
- Test parts and systems to ensure that they are working properly
- Follow checklists to ensure that all critical parts are examined
- Perform basic care and maintenance, including changing oil, giving tune ups, checking fluid levels, and rotating tyres
- Repair or replace worn parts, such as brake pads and wheel bearings
- Disassemble and reassemble parts
- Use testing equipment to ensure that repairs and maintenance are effective
- Explain to clients their automotive problems and the repairs done on their vehicles
- Undertake steering and suspension diagnosis service and repairs

##### Work Conditions:

Most automotive service technicians and mechanics work in well-ventilated and well-lit repair shops. Although automotive problems often can be identified and fixed with computers, technicians perform many tasks with greasy parts and tools, sometimes in uncomfortable positions.

##### Personal Requirements:

- Ability to identify the problem quickly.
- Good knowledge of automobiles.
- Effective analytical and communication skills.
- Good reading, computer, and mathematics skills.
- Ability to learn new technology and repair and service procedures and specifications.
- Should be able to operate electronic diagnostic equipment

**Qualifications and Licences Required:**

Current Victorian Drivers Licence

**Workplace Health and Safety:**

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures, and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information**

- Hours Per Week: 38 (overtime when required)
- Days per Week: Monday – Thursday 8.15am to 4.30pm & Friday 8.15 to 3.30pm
- Award / Agreement: Vehicle Manufacturing, Repair Services and Retail Award 2010
- Superannuation: 10.5%
- Gross Commencement Hourly Rate: TBA
- Registered Training Organisation – South West Tafe

Copy to:  Employee Host Employer Main File**Position Description Acknowledgement**

All parties have received, reviewed, and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: \_\_\_\_\_ Date: / / 2022

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: \_\_\_\_\_ Date: / / 2022

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_ Date: / / 2022